



BOARD OF DIRECTORS AGENDA PACKET

**Monday, September 12, 2016
2:30 p.m.**

**Sonoma County
Permit & Resource Management Department
2550 Ventura Avenue
Santa Rosa, California**

BOARD OF DIRECTORS AGENDA

September 12, 2016 – 2:30 p.m.

Sonoma County Permit & Resource Management Department
Planning Commission Hearing Room – 2550 Ventura Avenue, Santa Rosa, CA

1. **Call to order the meeting of the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA)**
2. **Public comment on items not on the regular agenda**
3. **Consent Calendar**
 - A. **SCTA/RCPA Concurrent Items**
 - 3.1. **Admin** – update Personnel Policies related to benefits and other administrative edits (ACTION)*
 - 3.2. **Admin** – update to SCTA/RCPA Conflict of Interest policy (ACTION)*
 - 3.3. **Admin** – Minutes of the July 11, 2016 meeting (ACTION)*
 - B. **SCTA Items**
 - 3.4. **Measure M** – FY15/16 Budget Adjustment (ACTION)*
 - 3.5. **Admin** – adopt ordinance amending Sonoma County Transportation Authority’s Administrative Code – First Read (ACTION)*
 - 3.6. **Measure M** – appropriation for Cotati for landscaping on Highway 101 (ACTION)*
 - C. **RCPA Items**
 - 3.7. **Admin** – FY15/16 Budget Adjustment (ACTION)*
 - 3.8. **Admin** – adopt ordinance amending Sonoma County Regional Climate Protection Authority’s Administrative Code – First Read (ACTION)*
 - 3.9. **BayREN** – Bay Area Regional Energy Network contract amendment for Codes Program scope change (ACTION)*
4. **Regular Calendar**
 - A. **SCTA Items**
 - 4.1. SCTA Planning
 - 4.1.1. **CTP** – approval of Comprehensive Transportation Plan *Moving Forward 2040* and adoption of Addendum to the certified FEIR (ACTION)*
 - 4.2. SCTA Projects and Programming
 - 4.2.1. **OBAG2** – information on upcoming One Bay Area Grant Cycle 2 funding from MTC (REPORT)*
 - 4.2.2. **Measure M** – ad hoc committee appointment regarding possible extension of the transportation sales tax in 2018 (ACTION)*
 - 4.2.3. **Legislation** – update on possible new State funding for transportation (ACTION)*
 - 4.2.4. **Highways** – update on State Highway projects (ACTION)

B. RCPA Items

- 4.3. RCPA Projects and Planning
 - 4.3.1. **Activities Report** – (REPORT)*

5. Closed Session

- 5.1. **CA2020** – Conference with Legal Counsel – Existing Litigation – California River Watch v. County of Sonoma, Superior Court Case No. SCV-259242. (Government Code Section 54956.9(d)(1))
- 5.2. **Admin** – personnel evaluation: Executive Director

6. Reports and Announcements

- 6.1. Executive Committee report
- 6.2. Regional agency reports*
- 6.3. Advisory Committee agendas*
- 6.4. SCTA/RCPA staff report
- 6.5. Announcements

7. Adjourn

*Materials attached.

The next **SCTA/RCPA** meetings will be held **October 10, 2016**

Copies of the full Agenda Packet are available at <http://scta.ca.gov/meetings-and-events/board-meetings/>

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/RCPA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the SCTA/RCPA after distribution of the agenda packet are available for public inspection in the SCTA/RCPA office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

TO REDUCE GHG EMISSIONS: Please consider carpooling or taking transit to this meeting. For more information check www.511.org, www.srcity.org/citybus, www.sctransit.com or <https://carmacarpool.com/sfbay>

Staff Report

To: SCTA/RCPA Board of Directors

From: Suzanne Smith, Executive Director

Item: 3.1 – update SCTA Personnel Policies related to benefits and other administrative edits

Date: September 12, 2016

Issue:

Shall the Board adopt amendments to the SCTA Personnel Policies adjusting information related to vision, dental and life insurance benefits along with other administrative edits?

Background:

The SCTA Personnel Policies require regular updates primarily related to changes in benefits. The amendments proposed cover the following:

Policy 2 – included the RCPA mission

Policy 3 – updated job titles and adjusted vacation accrual schedule

Policy 4 – updated employee cost share language

Policy 5 – adjusted rates for vision and dental benefits; updated life insurance information

Policy 8 – added an office visitor policy

Policy 9 – included email correspondence in policy

Policy 16 – adjusted benefit levels

Policy Impacts:

The proposed amendments do not impose changes in policy but rather updates or adjustments to existing policies.

Fiscal Impacts:

There is a slight increase in budget for vision and dental benefits.

Staff Recommendation:

Consider approving SCTA Resolution No. 2016-012 adopting the SCTA Personnel Policies as amended.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA,
APPROVING AMENDMENTS FOR HEALTH AND WELFARE BENEFITS FOR ACTIVE
EMPLOYEES AND EXTRA HELP EMPLOYEES AND ADOPTING THE AMENDMENTS TO
THE SCTA PERSONNEL POLICIES AND PROCEDURES EFFECTIVE SEPTEMBER 12, 2016**

Whereas, the Sonoma County Transportation Authority has adopted the SCTA Personnel Policies and Procedures to govern personnel policies and employee benefits; and

Whereas, the Sonoma County Transportation Authority has contracted with the County of Sonoma to provide employee benefits; and

Whereas, the County of Sonoma has recently adopted certain amendments through collective bargaining, and a recently adopted salary resolution, to the benefits offered to employees of the County of Sonoma; and

Whereas, the Personnel and Policies are revised to reflect the changes enacted by the County of Sonoma; and

Whereas, the Personnel Policies and Procedures are revised to reflect changes to the benefits provided to active SCTA employees including Salaries and Leaves, Health and Welfare, and Staff Development; and

Whereas, the Personnel Policies and Procedures are revised to reflect changes to policies including SCTA Goals and Objectives, Work Hours and Timely Response to Phone Messages and Written Requests; and

Now, Therefore Be It Resolved that the Sonoma County Transportation Authority does hereby amend the Personnel Policies and Procedures to include the changes set forth in attached document.

Be It Further Resolved that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller Payroll.

THE FOREGOING RESOLUTION was moved by Director , seconded by Director , and approved by the following vote:

| | | | |
|-------------------|-------|--------------------|-------|
| Director Chambers | _____ | Director Mackenzie | _____ |
| Director Coursey | _____ | Director Miller | _____ |
| Director Gallian | _____ | Director Rabbitt | _____ |
| Director Gurney | _____ | Director Russell | _____ |
| Director Gorin | _____ | Director Salmon | _____ |
| Director Landman | _____ | Director Zane | _____ |

Ayes:

Noes:

Absent:

Abstain:

Resolution No. 2016-012
Sonoma County Transportation Authority
Santa Rosa, California
September 12, 2016

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

PERSONNEL POLICIES AND PROCEDURES

Effective June 11, 2013

Adopted by SCTA: June 10, 2013

SCTA Resolution No. 2013-020

Amended July 14, 2014

Policy #16 updated

Amended October 12, 2015

Policy #3 updated

Amended April 11, 2016

Policy #4 and Policy #5 updated

Amended September 12, 2016

Policies #2, #3, #5, #8, #9, #16 updated

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

Contents

I _____ acknowledge that I have received and understand the following SCTA Personnel Policies and Procedures:

1. Introduction to the SCTA
2. SCTA Goals and Objectives
3. Salaries and Leaves
4. Retirement Benefits for Active Employees
5. Health and Welfare Benefits for Active Employees & for Extra Help Employees
6. At-Will Employment
7. Expenses
8. Work Hours
9. Timely Response to Phone Messages and Written Requests
10. Media Relations
11. Sexual Harassment Policy
12. Attendance at SCTA Sponsored Events
13. Salary Administration Guidelines
14. Performance Evaluations
15. Drug and Alcohol Policy
16. Staff Development
17. Sabbatical Leave

Employee Signature

Date

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#1 Introduction

Dear SCTA Employee:

I would like to welcome you as an employee of the Sonoma County Transportation Authority (SCTA). As an employee of the SCTA, you will find that we work together as a team, with each employee playing a critical role.

The purpose of this handbook is to inform you about the overall operations of the SCTA and to set forth certain policies and procedures. Please read it thoroughly and retain it for future reference. Please be advised that the policies and procedures set forth in this handbook are guidelines only and are subject to change at the discretion of the SCTA Board of Directors. This is also true of all policies, procedures, benefits or other programs of the SCTA, whether set forth in this handbook or not. On occasion, you may receive updated information concerning changes in policies and procedures. If you have any questions or concerns regarding these changes, please ask me for any assistance.

Sincerely,



Suzanne Smith
Executive Director

Note:

The policies and procedures set forth herein are not intended to confer contractual rights of any kind upon any employee or to create contractual obligations of any kind for the SCTA. With the exception of Section #3, the SCTA reserves the right to modify, revoke, suspend or change, in writing, any or all such policies and procedures, in whole or in part, at any time with or without notice. Any such modification, revocation, suspension, or change not in writing shall not be of any force or effect.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#2 SCTA and RCPA Goals and Objectives

Date Effective: September 12, 2016

The SCTA performs several important functions in the local and regional transportation arena. The major responsibilities of the SCTA include:

- ❑ Managing a ¼ cent local sales tax for transportation projects
- ❑ Programming transportation funds
- ❑ Coordinating among jurisdictions – local, regional, and State
- ❑ Comprehensive transportation planning
- ❑ Developing regional transportation projects with local and regional partners

The Sonoma County Board of Supervisors formed the SCTA via Resolution 90-1522 in 1990. The SCTA enacted Ordinance No. 1, pursuant to the provisions of California Public Utilities Code (Section 180105), which prescribes the powers and duties of the officers of the SCTA and the methods and systems required to operate and manage the SCTA.

In 2005 the SCTA adopted Ordinance No. 3 – the SCTA Administrative Code, which updated the powers and duties of the officers of the SCTA and the methods and systems required to operate and manage the SCTA.

The SCTA is governed by a Board of Directors comprised of representatives from the Sonoma County Board of Supervisors and Mayors or City Council Members from each of the nine cities within the county. The Board of Directors adopted the following Mission Statement in September 2001:

“As a collaborative agency of the cities and County of Sonoma, we work together to maintain and improve our transportation network. We do so by prioritizing, coordinating and maximizing the funding available to us and by providing comprehensive, countywide planning. Our deliberations and decisions recognize the diverse needs within our County and the environmental and economic aspects of transportation planning”

SCTA staff is to assist the SCTA Board of Directors and its member agencies in implementing the Board’s vision of priority projects in order to maintain mobility in Sonoma County in the context of a workable, realistic regional transportation system.

The Sonoma County Regional Climate Protection Authority (RCPA) was formed in 2009 through locally sponsored State legislation to coordinate countywide climate protection

efforts among Sonoma County's nine cities and multiple county agencies. The Board of Directors is the same as the SCTA.

The RCPA performs a variety of important and related functions including advocacy, project management, planning, finance, grant administration, and research.

The RCPA coordinates the activities of local jurisdictions with regional, state, and federal entities at both policy and administrative levels. As a coordination agency, the RCPA provides a forum for local elected officials to engage in dialogue on countywide issues, and enables discussions among local and regional entities on a wide range of issues related to greenhouse gas reduction, including planning, program management, and project delivery.

The RCPA has four main areas of focus: efficient buildings, clean energy, alternative transportation and conservation/adaptation. The RCPA is focused on securing grant funding for GHG reducing programs and projects as well as leading countywide climate planning efforts. In addition, data collection, public information and education are significant elements of the climate protection effort.

The RCPA mission statement is:

"RCPA leads and coordinates countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions."

The RCPA has adopted a greenhouse gas reduction goal of 25% below 1990 levels by 2020 and 80% below 1990 levels by 2050.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#3 Salaries and Leaves

Date Effective: September 12, 2016

3.1 Term

This summary will remain in effect until amended by Board action.

3.2 Pay Periods

Each pay period shall cover fourteen (14) consecutive calendar days and shall start on a Tuesday and end with the second Monday thereafter. Employees and officers shall be paid for each hour of pay status and other compensation nine (9) calendars following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day.

The County of Sonoma Auditor Controller Treasurer Tax Collector (ACTTC) shall approve each payroll, before any salaries or wages provided herein are paid.

3.3 Workweek

The workweek will be forty (40) hours per week for all employees and will begin at 12:00 a.m. Tuesday and end at 11:59 p.m. the following Monday. The Executive Director may establish flexible work schedules in order to meet the needs of the Agency and the employee's job responsibilities.

3.4 Overtime Earned

All overtime will be earned at the rate of one and one half (1-1/2) hours for each one (1) overtime hour worked. Overtime compensation for non-exempt unrepresented employees will be payable with compensation for the pay period in which the regular workweek ends, or later as permissible by law.

Employees designated in SCTA Administrative Management positions shall work any and all hours necessary in performance of their assigned duties, without overtime, and without regard to a fixed work schedule.

3.5 Employee Choice on Compensatory Time Off

The employee assigned to overtime and eligible for compensatory time off will make an irrevocable choice each time such overtime is worked whether to be compensated in cash at the base hourly rate or in compensatory time off until a maximum of forty (40) hours of compensatory time has been accrued. The SCTA Executive Director has the right to specify how an employee will be compensated for eligible overtime after forty (40) hours of compensatory time have been accumulated and until a maximum of eighty (80) hours of compensatory time have been accumulated. At no time other than separation will an employee voluntarily or involuntarily “cash out” compensatory time that has been accrued.

3.6 Cash Pay Only

When eighty (80) hours of compensatory time off are accumulated, the SCTA will compensate the employee in cash at the base hourly rate for any additional overtime worked.

3.7 Authorization for the Use of Compensatory Time

No employee will take compensatory time off without prior approval of the SCTA Executive Director or designee. The SCTA Executive Director or designee will attempt to schedule such time off at the time agreeable to the employee.

3.8 Payment for Compensatory Time at Separation

Each employee who is separated from SCTA service will be entitled to payment for accrued compensatory time at the employee’s base hourly rate at the time of the employee’s separation or as otherwise required by law.

3.9 Salary

Each salary range shall consist of a certain number of salary steps, starting with Step A and reflected in the attached salary schedule. Each step shall be expressed in cents per hour. The list of allocated job class positions and salary ranges is on file with the SCTA and Sonoma County Auditor Controller Tax Collector Treasurer. All cost of living increases approved by the SCTA Board will be reflected in the “A” step of each range upon approval and in other steps following that.

Merit Advancement within Salary Ranges:

Merit increases within a range shall not be automatic. They shall be based upon merit and shall be made only upon written approval by the appointing authority. Merit increases shall be made within the appropriate salary range for the class by computing the new salary step rate which is most closely equivalent to two and a half (2 ½), five (5), seven and a half (7 ½), or ten (10) percent higher than the previous base hourly salary.

The usual merit increase for Satisfactory or Exceeds Standards, as documented by a written performance evaluation, shall be two and a half (2 ½) or five (5) percent. The Executive Director has the option of giving no increase for a less than overall satisfactory performance.

The effective date of the merit increase shall be the start of the work day during which the employee becomes eligible for the merit increase.

3.10 Base Hourly Rate

The base hourly rate for each employee whose class is allocated to a salary range shall be the hourly rate for the step of the range at which he or she is paid.

3.11 Pay Status

Each employee shall be considered to have pay status whenever the employee is at work, absent on a paid holiday, or absent of leave with pay, or absent on authorized compensatory time off.

3.12 Holidays

Paid holidays will be authorized for regular full time and regular part-time employees. To be entitled to pay for such holidays an employee must work or be in paid status on the employee's regularly scheduled workdays before and after the paid holiday. Part time employee's holiday shall be paid on a pro rated basis, for each hour worked or in pay status 1/10 of an hour of holiday shall be paid. Paid holidays are as follows:

- (1) New Years Day, January 1
- (2) Martin Luther King's Birthday, third Monday in January
- (3) Lincoln's Birthday, February 12
- (4) Presidents' Day, the third Monday in February
- (5) Memorial Day, the last Monday in May
- (6) Independence Day, July 4
- (7) Labor Day, the first Monday in September
- (8) Veteran's Day, November 11
- (9) Thanksgiving Day, as designated by the President
- (10) The day following Thanksgiving Day
- (11) Christmas Day, December 25
- (12) Each day appointed by the Governor of the State of California as a day of mourning, Thanksgiving or special observance.

3.13 Day Observed

If a paid holiday falls on a Saturday, the preceding Friday shall be the observed holiday in lieu of the day observed. If a paid holiday falls on a Sunday, the following Monday shall be the observed holiday.

3.14 Vacation

Each employee designated as Unrepresented shall accrue and may use vacation leave with full pay providing that the maximum accumulation shall be no more than two hundred and eighty (280) hours. Each employee designated as Unrepresented Administrative Management shall accrue vacation at the rate specified in the attached table and the maximum accruals are as specified in the same table.

3.15 Part-Time Employees

Part-time employees shall accrue vacation leave on a pro rata basis; usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

3.16 Accrual Rates

Each employee who has completed the following in-service hours shall accrue vacation at the appropriate rate shown below. In-service hours include all hours in pay status up to a maximum of eighty (80) hours in a pay period. In lieu of overtime, during each year Unrepresented Administrative Management employees and the Executive Director have seven and 1/2 days (60 hours) of Administrative Leave added to their vacation accrual. The equivalent days and the maximum accumulation columns below for Administrative Management employees include both vacation and administrative leave. Rates shown below will be adjusted to reflect any unpaid time in each pay period. The accrual rates and maximum accumulated hours shown in the chart below.

3.17 Definition of Employee Type

Unrepresented Employees include the following positions (aligning with BU:00):

- Administrative Assistant
- Department Analyst
- Project/Program Specialist Senior Planner
- Senior Project/Program Specialist
- Planner
- Senior Planner

Unrepresented Administrative Management Employees include the following positions (aligning with BU50):

- Director of Planning
- Director of Projects and Programming
- Director of Climate Programs
- Executive Director

UNREPRESENTED EMPLOYEES

| Years Comp Full-Time Service | Number of Comp In-Service Hours | Vacation Accrual per 80 In-Service Hours | Max. Accum. |
|---|--|---|------------------------|
| 0 - 5 | 8,348 - 10,434 | 4.94 | 280 |
| 5 - 10 | 10,435 - 20,870 | 5.25 | 280 |
| 10 - 15 | 20,871 - 31,305 | 6.48 | 280 |
| 15 - 20 | 31,306 - 41,741 | 7.09 | 280 |
| 20 - 25 | 41,742 - 52,177 | 7.70 | 280 |
| More than 25 | 52,178 or more | 8.01 | 280 |

UNREPRESENTED ADMINISTRATIVE MANAGEMENT

| Years Comp Full-Time Service | Number of Comp In-Service Hours | <u>Accrual Per 80 In Service Hours</u> | | |
|---|--|---|------------------------|------------------------|
| | | Vacation | Admin Leave | Max. Accum. |
| 0 - 10 | 0 - 20,870 | 5.25 | 2.3 | 480 |
| 10 - 15 | 20,871 - 31,305 | 6.48 | 2.3 | 480 |
| 15 - 20 | 31,306 - 41,741 | 7.09 | 2.3 | 480 |
| 20 - 25 | 41,742 - 52,177 | 7.70 | 2.3 | 480 |
| more than 25 | 52,178 or more | 8.01 | 2.3 | 480 |

3.18 Reappointment

Each employee with 10,435 in-service hours (five or more years) who resigned in good standing and is reappointed within two (2) years shall be credited with 4,174 hours (2 years) of service for purposes of new vacation accrual. Each employee who was laid off and is

reappointed within two (2) years shall be returned to the place on the accrual table (above) that the employee occupied when laid off.

3.19 Vacation Schedules

Vacation schedules shall be arranged by the Executive Director with particular regards to the needs of the SCTA operations, and whenever possible, with regard to the wishes of the employee. Every effort shall be made to arrange vacation schedules so that each employee will take as much vacation in a year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the SCTA require or permit. No employee may take vacation without advance approval of the Executive Director. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

3.20 Payment for Unused Vacation

Each SCTA employee who is separated from SCTA service shall be entitled to payment in lieu of all unused vacation leave and administrative leave which the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's base hourly rate at the time of termination.

3.21 Sick Leave Benefit

Each full time employee shall accrue and accumulate sick leave with full pay at the rate of 3.680 in-service hours for each completed eighty (80) hour pay period of service.

In-service hours include all hours in pay status excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part time employees shall be eligible to receive sick leave on a pro rata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full time employees.

When an employee leaves SCTA employment, for reasons other than layoff, retirement, or disability retirement, and returns to SCTA employment within one year of the pay period end date in which the employee was last in paid status, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the time was not otherwise used, paid out, converted to Extra Help sick leave, or converted to service credit.

3.22 Sick Leave Use

The employee may, with the approval of the Executive Director, use earned sick leave credits as outlined below:

In accordance with The Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA) earned sick leave credits may, with the approval of the Executive Director, be used by an employee:

- ❑ During the employee's own incapacity due to illness or injury.
- ❑ During the time needed by the employee to undergo medical or dental treatment or examination.
- ❑ When a woman employee is disabled by pregnancy, which means that in the opinion of her health care provider she is unable because of pregnancy to work at all or is unable to perform any one or more of the essential functions of her job, or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- ❑ When a child, domestic partner or spouse of an employee who is a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent (defined as biological, foster, adoptive, step-parent, legal guardian or person who stood in place of a parent to the employee when the employee was a child) is incapacitated by illness or injury and it is necessary for the employee to care for such child, domestic partner, spouse, or parent. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child. Parent does not include a parent-in-law.
- ❑ Sick leave under this Paragraph shall not exceed forty-eight (48) hours per occurrence unless extended by the Executive Director by reason of exceptional hardships.

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- ❑ For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee;
- ❑ For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this section “family member” is defined as a:
 - child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
 - parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);

- employee’s spouse or registered domestic partner;
 - grandparent, grandchild, or sibling of the employee or the employee’s spouse or registered domestic partner.
- ❑ Sick leave use for family members shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Executive Director by reason of exceptional hardships.
 - ❑ When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation. Documentation may be required for approval of use of sick leave under this provision, pursuant to section 23.3 Documentation Requirements.

3.23 Documentation

A signed affirmation for sick leave will be required of each use of such sick leave. Reasonable medical evidence of incapacity may be required for sick leave use of forty-eight (48) hours or less duration and will be required for sick leave use for more than forty-eight (48) hours duration.

3.24 Sick Leave Conversion, Payoff and Distribution

Conversion at Retirement

Each SCTA employee separating from service on regular, non-disability retirement shall convert one-hundred percent (100%) of all unused sick leave remaining to such employee's credit at the time of retirement to retirement service credit as provided by Government Code Section 31641.03, excepting that Extra Help sick leave hours are not eligible for conversion to retirement service credit.

Payoff at Regular Retirement

Each SCTA employee who separates from service on regular non-disability retirement, who reaches 100% of retirement benefit allowed by law, and who is prevented by law from converting some or all of the employee’s remaining unused sick leave to service credit under, the SCTA shall pay the monetary equivalent of twenty-five percent (25%) of all unused sick

leave remaining to such employee's credit at the time of separation, computed on the basis of the employee's base hourly rate. Extra Help sick leave is not eligible for this provision.

Distribution at Death or Layoff

The SCTA shall pay each employee who separates from service by death or layoff, the monetary equivalent of 25% of all unused sick leave remaining to such employee's credit as of the time of separation, computed on the basis of such employee's base hourly rate.

Distribution at Disability Retirement

The SCTA shall pay each employee separated from service by disability retirement at such employee's base hourly rate for all unused sick leave remaining to such employee's credit as of the time of separation. This Section shall not apply to an employee separated from service by a service retirement. The SCTA shall not pay an employee under this Section for any sick leave hours donated to the employee by other employees under a catastrophic leave benefit.

3.25 Medical Examinations

The SCTA Executive Director may direct any employee to undergo a medical examination to determine the employee's mental and physical capacity to perform the duties of the employee's position. Each determination that an employee is or is not capable of performing the duties of the employee's position will be made available to the appointing authority and the employee concerned. Each such examination will be paid for by the SCTA.

3.26 Family Care and Medical Leave

Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

To be eligible for family care and medical leave, on the date on which leave is to begin, a full or part-time employee must have been employed by SCTA for at least twelve (12) months, which need not be consecutive, and have actually worked at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

Subject to the provisions of this document, and state and federal law, including the federal FMLA and the CFRA, an eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for any one, or more of the following reasons:

- ❑ The birth of a child and to care for the newborn child (FMLA and CFRA);
- ❑ The placement with the employee of a child for adoption or foster care and care for the newly placed child (FMLA and CFRA);

- ❑ To care for the employee’s child, parent, spouse, or domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted or foster child, stepchild, legal ward, child of a person standing in loco parentis who is under 18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent or a legal guardian. Parent does not include parent-in-law.)
- ❑ Because of an employee’s own serious health condition that makes the employee unable to perform the functions of the employee’s position, except for disability on account of pregnancy, childbirth, or related medical conditions, which is covered by pregnancy disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.)
- ❑ Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

The twelve (12) month period for FMLA/CFRA purposes is determined by a “rolling” twelve (12) month period measured backwards from the date an employee first uses FMLA/CFRA leave.

Family Care and Medical Leave To Care for a Covered Service Member with a Service Injury or Illness

Subject to the provisions of this MOU, SCTA policy, and state and federal law, including the FMLA, an eligible employee may take FMLA leave to care for a covered service member with a serious injury or illness if the employee is the spouse, domestic partner, son, daughter, parent, or next of kin of the service member.

An eligible employee’s entitlement is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness. The “single 12-month period” in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered service member.

During the “single 12-month period” described above, an eligible employee’s FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

Family Care and Medical Leave – Pay Status and Benefits

Except as provided in this Section, the family care and medical leave will be unpaid. The SCTA will, however, continue to provide contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks for Administrative Management and Unrepresented employees on the same basis as coverage would have been

provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee's share of premiums payments, if any.

Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 5.12 (Medical/Pregnancy Disability Leave) when the employee is medically incapacitated or disabled. If an employee does not qualify for continued benefits under this Section 3.26 or Section 5.12 (Medical/Pregnancy Disability Leave) and the employee wishes to continue benefit coverage, then Section 5.14 (Continuation of Health Benefits Coverage) applies.

Relationship of Family Care and Medical Leave to Other Leaves

Any leave of absence that qualifies as family care and medical leave and is designated by the SCTA as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason. Section 17 identifies accrued paid leave which an employee may be required to use concurrently with unpaid family care and medical leave.

Family Care and Medical Leave – Relationship to Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

Family Care and Medical Leave – Notice to the SCTA

The employee must provide written notice to SCTA as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonable known 30 calendar days before the leave, then as soon as reasonable practicable.

The written notice must inform the SCTA of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

The employee shall consult with the SCTA and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to department operations.

Family Care and Medical Leave – Medical Certification

An employee's request for family care and medical leave to care for a child, spouse, domestic partner or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required

after the expiration of the time originally estimated by the health care provider, the employee shall provide the SCTA with recertification by the health care provider.

An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider.

As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee is required to obtain certification from the employee's care provider that the employee is able to resume work.

Family Care and Medical Leave – SCTA's Response to Leave Request

It is the SCTA's responsibility to designate leave, paid or unpaid, as family and medical leave-qualifying and to notify the employee of the designation.

Family Care and Medical Leave – Dual Parent Employment

Where both parents are SCTA employees, allowable leave for the birth, adoption, or foster care placement of a child or the care of an employee's ill parent is limited to a total of twelve (12) work weeks for Administrative Management and Unrepresented employees in a 12-month period between the two employees. Their family care and medical leave entitlement is not limited or combined for any other qualifying purpose.

This limitation does not apply to leave taken by one spouse or domestic partner to care for the other, to care for a seriously ill child, or for his or her own serious illness.

Family Care and Medical Leave – Employee's Status on Returning from Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

This Section shall be interpreted as the legal minimum family care and medical leave available to eligible employees. The SCTA may grant additional leave without pay under this Section provided it is consistent with the applicable other provisions of this memorandum.

For the first thirteen (13) pay periods of approved Family Leave for SCTA employees, the SCTA will continue to pay the SCTA's contribution to health and dental insurance premiums. After the thirteen (13) pay periods are completed the SCTA will cease to pay its normal benefit contributions.

The employee must pay the total benefit premiums if the employee desires to continue insurance coverage under Health and Welfare Benefit Paragraph.

3.27 Compassionate Leave

Any full-time SCTA employee may be granted up thirty-two (32) hours of leave with pay, in the event of death of spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, grandparent, great-grandparent, grandchild or person with whom the employee has a relationship in loco parentis, and the mother or father of the employee or the spouse of the employee. Up to an additional eight (8) hours of sick leave may be granted to supplement compassionate leave.

Any part-time SCTA employee shall be eligible for a pro-rated compassionate leave. Ongoing work schedule for purposes of this Section shall mean an average of the two (2) pay periods immediately preceding the need for compassionate leave or the employee's normal bi-weekly allocation of hours, whichever is greater.

3.28 Court Leave

A full-time or part-time employee is entitled to pay at the employee's base hourly rate to respond to an enforceable subpoena to appear in a court or administrative agency hearing in California other than as a litigant and for reasons other than those caused by the employee's connivance or misconduct. An employee may retain such payment as may be allowed the employee for lodging, meals and travel, but as a condition for entitlement to this Court Leave, the employee shall make payable to the SCTA any and all fees which the employee may receive as payment for the service as a witness. An employee on Court Leave will receive the base hourly rate of pay for those hours spent traveling to and from the court or administrative agency hearing and the hours spent attending to the employee's obligation as a witness so long as those hours correspond to the employee's assigned work schedule. Time spent, as a witness or travel times, which are outside the employee's assigned work schedule, shall not be paid. If an employee's obligation as a witness expires on any workday with time remaining on the employee's work schedule, the employee will be obligated to return to work. These provisions do not apply to employees whose appearances are in the line of duty.

3.29 Jury Duty

It is the policy of the SCTA that employees be encouraged to perform services as jurors when summoned for jury duty by a court of competent jurisdiction. Any employee summoned for jury duty shall be entitled to full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be

allowed for travel but shall make payable to the SCTA any and all fees which the employee may receive in payment for service as a juror.

3.30 Voting

If an employee who is a registered voter does not have sufficient time outside of the employee's working hours within which to vote in any statewide general or primary election, the employee may upon request, be granted so much working time off without loss of pay as will, when added to the employee's voting time outside the employee's working hours, enable the employee to vote. An employee may take off so much time which will enable the employee to vote, but not more than two (2) hours of which shall be without loss of pay; provided, that the employee shall be allowed time off for voting only at the beginning or end of the employee's regular working shift, whichever allows the most free time for voting and the least time off from the employee's regular working shift.

3.31 Catastrophic Leave/Decedent's Benefit

Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.

A Decedent's Benefit is the accumulation of vacation or compensatory leave hours donated by other County/SCTA employees to the designated beneficiary or estate of a County/SCTA employee who dies while an employee of the County/SCTA.

All regular employees of the County of Sonoma, the Sonoma County Community Development Commission, the Sonoma County Water Agency, and the Northern Sonoma County Air Pollution Control District, Sonoma County Transportation Authority who have successfully completed two-thousand eighty (2,080) hours (one year) in paid status shall be eligible for such leave due to their own serious illness or injury, or serious illness or injury to spouse, domestic partner or dependent minor child. The designated beneficiary or estate of an employee who was employed by any of the above-mentioned entities and successfully completed two-thousand eighty (2,080) hours (one year) in paid status and met the criteria set forth at paragraph 2.5(a) (2) shall be eligible to receive any decedent's benefit.

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.

Catastrophic leave shall be additional paid leave available from vacation or compensatory leave hours donated by other County/SCTA employees to a specific, qualified employee.

A Decedent's Benefit shall be the accumulation of vacation or compensatory leave hours (up to a maximum of six-hundred eighty (680) hours) donated by other County/SCTA employees to the designated beneficiary or estate of a County/SCTA employee who dies while an employee of the SCTA. The decedent's benefit shall be paid to the designated beneficiary or estate of the SCTA employee in the same manner as payment to the designated beneficiary

or estate of the SCTA employee of the decedent's own vacation and compensatory leave hours.

Employees donating vacation or compensatory leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least forty (40) hours after the donation of vacation time. Employees may donate all of their accrued compensatory time.

An employee or a decedent requesting catastrophic leave must receive the approval of the Executive Director. Such leave may initially be approved up to a maximum of three-hundred forty (340) hours donated hours. If the catastrophic illness or injury continues, up to an additional three-hundred forth (340) donated hours may be recommended and approved.

Employees donating vacation or compensatory leave to a decedent's benefit must donate their vacation or compensatory leave hours no later than thirty (30) days after the employee's death or within thirty (30) days of the enactment of this revised Decedent's Benefit Policy.

The Auditor-Controller-Treasurer-Tax Collector shall account for the donation and disbursement of catastrophic leave hours. At the end of the thirty (30) day period allowed for donations for a Decedent's Benefit, the Auditor-Controller-Treasurer-Tax Collector will process adjustments and then disburse to the designated beneficiary or estate all funds for leave time donated.

3.32 Hourly Cash Allowance

The SCTA shall pay each permanent full and part time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of \$3.45 per pay status hour that the employee is in paid status excluding overtime, up to a maximum of 80 hours in a pay period, (or approximately a maximum of \$600.00 per month).

Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for purpose of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases in the salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or benefit.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#4 Retirement Benefits for Active Employees

Date Effective: June 11, 2013September 12, 2016

4.1 Retirement – General Employees Hired On or After January 1, 2013

This shall apply to SCTA employees hired on or after January 1, 2013, who are or become contributing members of the Sonoma County Employees' Retirement Association (SCERA) and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02 (c).

- Final Compensation Based On Three Year Average
As required by Government Code Section 7522.32, effective January 1, 2013, for the purposes of determining a retirement benefit for SCERA members covered by this section 4.1, final compensation shall mean the highest average annual pensionable compensation earned during 36 consecutive months of service.
- 2.0% @ 62 Pension Formula
As required by Government Code Section 7522.20, the 2.0% at 62 pension formula shall be available to employees covered by this section 4.1 who are contributing members of the SCERA.
- Required Employee Contributions
As required by Government Code section 7522.30(c), SCERA members covered by this section 4.1 shall pay 50 percent of normal costs. In addition, SCERA members covered by this section 4.1 shall pay 3.03 percent of the employee's pensionable compensation toward the County's employer contribution to retirement costs. This additional 3.03% contribution shall continue until July 2024. Sonoma County Salary Resolution; Rev. 4-9-13 63

4.2 Retirement – General Employees Hired On or Before December 31, 2012

This shall apply to employees hired on or before December 31, 2012 who are contributing members of the SCERA, or who are hired after that date and qualified for pension reciprocity pursuant to Government Code Section 7522.02 (c) and any related SCERA reciprocity requirements.

- Final Compensation Based On Single Year

For purposes of determining a retirement benefit, final compensation for employees covered by this section 4.2 shall mean the average annual compensation earnable by the member as specified in Government Code Section 31462.1.

□ 3.0% @ 60 Pension Formula

The 3.0% at 60 pension formula (CERL 31676.17) shall be available to employees covered by this section 4.2 who are contributing members of the SCERA.

□ Required Employee Contribution

SCERA members covered by this section 4.2 will contribute the amount required by SCERA as employee contributions, and shall continue to pay an additional 3.03% of pay, pretax, to their employee retirement account. This 3.03% of pay contribution of the employee's pensionable compensation shall be paid as part of the County's contribution to pay for the unfunded accrued actuarial liability. This additional 3.03% contribution will continue until July 2024.

□ Employee Cost Share – 50% of Normal Cost

Effective the first full pay period following July 1, 2016, and subject to SCERA Board approval of the cost share arrangement under the terms described herein, active SCTA General legacy members of SCERA will contribute one third of the actuarially determined difference between the average General legacy employee retirement rate (exclusive of the 3.03% payroll contribution toward the UAAL) and one half the total normal cost ("total normal cost" includes both employer and member shares) calculated as an average for General legacy Members of the Sonoma County Employees Retirement Association (SCERA) covered by this Section based on rates of all active SCTA General legacy members, with the difference computed to a factor and applied equally to all legacy members. Such legacy employees will receive a lump sum benefit allowance as reimbursement for this pension cost share arrangement each pay period equal to the dollar value of the deduction described in this paragraph, less any required taxes.

Effective the first full pay period following July 1, 2017, and subject to SCERA Board approval of the cost share arrangement under the terms described herein, active SCTA General legacy members of SCERA will contribute an additional one third (for a total of two thirds) of the actuarially determined difference between the average General legacy employee retirement rate (exclusive of the 3.03% payroll contribution toward the UAAL) and one half the total normal cost ("total normal cost" includes both employer and member shares) calculated as an average for General legacy Members of SCERA covered by this Section based on rates of all active SCTA General legacy members, with the difference computed to a factor and applied equally to all legacy members. Such legacy employees will receive a lump sum benefit allowance

as reimbursement for this pension cost share arrangement each pay period equal to the dollar value of the deduction described in this paragraph, less any required taxes.

The lump sum benefit allowance described in this Section will not be included in wages for computations of overtime, pension benefits or for any SCTA benefit related purpose.

4.3 Employer Pick-Up of Employee's Share of Retirement Contribution - Not Allowed

Pursuant to the Public Employees Pension Reform Act of 2013 (PEPRA), the County shall not contribute towards any employee's share of retirement contributions.

4.4 Medical Benefits for Retirees

SCTA employees are eligible to receive medical benefits as retirees pursuant to County of Sonoma Salary Resolution No. 95-0926, section 15 as revised from time to time.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#5 Health and Welfare Benefits for Active Employees

Date Effective: September 12, 2016

5.1 Social Security

Employees of the SCTA are covered by OASDI and Medicare as provided for under the Social Security Act. Deductions totaling 7.65% will be taken up to the maximum set by the Social Security Administration. The employer will make a matching contribution.

5.2 Active Employee Health Plans

An eligible employee and eligible dependent(s) (as defined below) are allowed only to enroll either as a single subscriber in a SCTA offered medical, dental, vision and/or dependent life insurance, or as the dependent spouse/domestic partner of another eligible SCTA employee/retiree, but not both. If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one plan).

An eligible employee is:

- ❑ A SCTA probationary or regular full-time or probationary or regular part-time employee

An eligible dependent is:

- ❑ Either the employee's spouse or domestic partner (requires signed domestic partner affidavit filed with the SCTA and Sonoma Auditor Controller Treasurer Tax Collectors Payroll Division); or
- ❑ An unmarried child based on your plan's age limits or a disabled dependent child regardless of age.

5.3 Participation in SCTA Offered Health (Medical, Dental, Vision, Life Insurance) Plans.

Election to enroll in a SCTA offered health plan will take place within the first 30 days following date of hire to permanently allocated position of .40 FTE or greater, or it will be made during an

annual open-enrollment period. Enrollment in vision and basic life insurance is automatic. Mid-year enrollment can only be permitted as allowed by IRC Section 125 or as required by HIPAA or other applicable regulations. The effective date of benefits will be the first of the month following date of hire or initial eligibility.

Effective June 1, 2016, the SCTA will offer at least a PPO plan and a Kaiser HMO plan. The benefit provisions are outlined in the Summary Plan Description or Evidence of Coverage, as of June 1 of each coverage year.

5.4 Contributions toward Medical Insurance for Employees

Effective with the pay period beginning May 10, 2016, with the intent to have premiums paid in the pay period(s) required for coverage to be effective June 1, 2016, the SCTA shall contribute toward medical plan premiums for regular full-time employees as follows: Employee Only = \$557 per month (\$278.50 semi-monthly); Employee + 1 = \$1,113 per month (\$556.50 semi-monthly); Family Plan (Employee + 2 or more) = \$1,575 per month (\$787.50 semi-monthly). This is the full and total contribution amount the SCTA will contribute toward medical benefits for active regular employees and their dependent(s). The SCTA shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 5.8 and shall contribute to extra help employees on a pro-rated basis in accordance with Section 5.25.

Effective May 23, 2017, with the intent have premiums paid in the pay period(s) required for coverage to be effective June 1, 2017. The SCTA shall contribute toward medical plan premiums for regular full-time employees as follows: Employee Only = \$580 per month (\$290 semi-monthly); Employee + 1 = \$1,158 per month (\$579 semi-monthly); Family Plan (Employee + 2 or more) = \$1,638 per month (\$819 semi-monthly). This is the full and total contribution amount the SCTA will contribute toward medical benefits for active regular employees and their dependent(s). The SCTA shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 5.8 and shall contribute to extra help employees on a pro-rated basis in accordance with Section 5.25.

5.5 Dental Benefits

The SCTA will offer dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). For all plan benefits and provisions, refer to the insurance plan document: <http://sonomacounty.ca.gov/HR/Benefits/Delta-Dental/>

Effective with the pay period beginning September 13, 2016, with the intent to have premiums paid in the pay period(s) required for coverage to be effective October 1, 2016, the employee contribution is \$14.13 semi-monthly (\$28.26 per month).

The SCTA shall contribute to part-time eligible employees on a pro-rated basis.

5.6 Vision Benefits

The SCTA will provide vision and computer vision benefits to full time regular employees and their dependent(s). Benefits provisions, co-payments and deductibles are outlined in the insurance plan document: <http://sonomacounty.ca.gov/HR/Benefits/Vision-for-Employees/>

The SCTA will pay the total cost of the premium for vision benefits for full-time active employees.

Part-time employees will be enrolled automatically in the vision benefit and the SCTA shall contribute to part-time eligible employees on a pro-rated basis.

5.7 Life Insurance

The SCTA shall offer a basic term-life insurance plan in the amounts specified below for an allocated full-time equivalent position of sixty (60) hours or more (0.75 FTE or more) with no employee contribution. Enrollment in basic life insurance is automatic, based on eligibility.

Administrative Management: Two (2) times the annual salary computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death. Unrepresented Employees: an amount equal to one and one half (1.5) times their annual base salary. Enrollment in basic life insurance is automatic, based on eligibility.

Each eligible and enrolled employee may purchase through payroll deduction, dependent coverage of \$5,000 for each eligible dependent. For all other plan benefits and provisions, refer to the insurance policy document. Eligible employees may purchase additional life insurance coverage for themselves at their own expense upon initial eligibility or during the annual enrollment periods.

Administrative Management may purchase supplemental coverage in increments one times (1X) to four times (4X) the basic coverage to a total maximum, which includes basic life insurance and employee paid additional life insurance, of \$500,000, in accordance with the insurance carrier's policy. Unrepresented employees may purchase supplemental coverage in increments of \$10,000 not to exceed the total maximum of \$500,000 which includes the SCTA paid basic term life insurance plan and additional life insurance coverage purchased by the employee, in accordance with the insurance carrier's policy.

Participating SCTA employees will be required to follow the insurance company's contracted requirements with respect to the maximum amounts and the necessity for evidence of insurability in order to be eligible to receive the benefit as may be amended from time to time and may be based on actual participation by employees in the program. An employee enrolled in supplemental coverage who moves from one age bracket to the next higher bracket will have to pay the rate of the higher age bracket beginning the January of the year

in which the employee moves to the higher age bracket.

5.8 Part-Time Employee – Health Benefits

Part-time employees shall be eligible to participate in the SCTA’s medical, dental, and vision plans and the SCTA’s contribution toward their premiums shall be pro-rated. Pro-ration shall be based on the number of pay status hours in the pay period, excluding overtime.

Pro-ration shall be as follows:

- (1) For each pay period in which the part-time employee works forty (40) or more hours, the full SCTA contribution will be paid.
- (2) For each pay period in which the part-time employee works more than twenty (20) but fewer than forty (40) hours, the above amounts shall be prorated in proportion to the number of hours worked in the pay period.
- (3) For each pay period in which the part-time employee works fewer than twenty (20) hours, no SCTA contribution will be made.

The employee premiums shall be paid through pre-tax payroll deduction as allowed by IRS Code Section 125.

Continued Coverage and Conditions for Regaining Eligibility for Medical Plan

A part-time employee who is enrolled in the medical plan who fails to work at least twenty (20) hours in any pay period in which a premium deduction was due, will be eligible to contribute toward the medical coverage by paying the full amount of the premiums by payroll deduction if sufficient funds are available to fully cover the deduction. Premium payments not paid by payroll deduction will be due in the ACTTC’s Payroll Office by the last day of the pay period in which there were insufficient hours worked. A \$25 late fee will apply for each payment not received by the due date.

5.9 Employee Assistance Program

The SCTA will provide the level of benefits allowable under the Employee Assistance Program (EAP) as set forth here: <http://sonomacounty.ca.gov/HR/Benefits/Employee-Assistance-Program/>

5.10 Long-Term Disability

The SCTA agrees to provide and pay the premium for a Long-Term Disability (LTD) benefit as described in the applicable plan document to all full and part-time employees (0.4 FTE minimum) who meet the eligibility requirements. The benefit waiting period is the longer of

60 days, or the period you elect to receive paid leave. Employees eligible to receive LTD benefits are not required to exhaust sick leave before receiving LTD benefits, but an employee who chooses to use sick leave or other paid leave after the sixtieth (60th) day of disability is not eligible to receive any LTD benefits until the employee stops using paid leaves. LTD benefits cannot be supplemented with any paid leave. LTD benefits will be offset by any applicable income, such as short-term disability benefits, social security and social security disability benefits, etc.

The claims dispute process is described in the Summary Plan Description or Evidence of Coverage.

5.11 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system.

5.12 Workers' Compensation Temporary Disability – Supplementing with Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular base salary as follows:

All sick leave shall be taken until the remaining sick leave balance is 40 hours or less.

Once the sick leave balance is 40 hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.

Employees whose sick leave balance is 40 hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

5.13 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the SCTA will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per illness. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage by paying the full cost of the insurance premiums. Prior to the exhaustion of the thirteen (13) pay periods, the SCTA will provide

reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full time equivalent as specified in this Section 5.12 (Medical or Pregnancy Disability Leave). If the employee returns to medical or pregnancy leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The SCTA's thirteen (13) pay period Medical Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's entitlement under COBRA law begins when the employee is no longer eligible for a county contribution toward medical benefits. When the employee returns to fifty percent (50%) allocated full time equivalent in pay status eligibility for a county contribution toward health benefits is regained. Benefit coverage begins the first of the following month

5.14 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than 50% of the employee's allocated full-time equivalent (FTE) in a pay period, the SCTA will cease to pay its contributions to the employees' benefits.

The employee must pay the total benefit premium(s), if the employee desires to continue coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than 50% of the employee's allocated full-time equivalent (FTE), the SCTA will continue to pay its normal benefit contributions.

5.15 Continuation of Health Benefits Coverage

An employee on unpaid leave as specified in Section 4.17 must notify the ACTTC no later than five (5) SCTA business days after the first day of the leave of absence, of the employee's intent to continue their participation in their SCTA offered health plans. A Request for Leave of Absence form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office two weeks in advance of the first day of absence.

To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period. This premium provides coverage for the two-week period from the next pay date. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one reminder notice. In order to reinstate coverage, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice.

Only one (1) reminder notice will be sent to the employee. If the employee fails to make proper payment to the ACTTC's office by the end of the second pay period, the employee's continued medical, dental, vision, life insurance and long-term disability coverage shall be terminated.

5.16 Part-Time Employees – Health Benefits During Leave of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans, as defined in Section 4.11. For pay periods with no pay status hours, pro-ration shall be based on the employee's FTE.

5.17 COBRA

The SCTA provides continuation of health benefits at group rates plus 2% as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revision where applicable.

5.18 Tax-Deferred Retirement Contribution - 414(h)(2)

All employees who belong to the SCTA's Retirement System shall continue to have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code that will have the effect of deferring Federal and State income taxes on the employee's retirement contributions.

5.19 Health Care Premium Conversion Plan

All employees who have health, dental, or vision insurance premium contributions deducted from their salary, shall have their taxable wages adjusted according to Section 125 of the Internal Revenue Code, which has the effect of diverting health care premium contributions from taxable wages.

5.20 Health Flexible Spending Account (Health FSA/HCAP)

The SCTA shall continue to offer under IRS Code Section 105, a Health Care Reimbursement Account (Health Flexible Spending Account (FSA) to enable eligible employees to set aside pre-tax dollars for reimbursement of eligible medical expenses, as prescribed in Internal Revenue Code Section 105.

5.21 Dependent and Child Care Assistance

The SCTA will offer the Dependent and Child Care Assistance plan under Internal Revenue Code Section 129.

5.22 Plan Documents and Other Controlling Documents

While mention may be made in this resolution of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under SCTA offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the SCTA. The SCTA will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits, benefits administration, or network management.

5.23 PST/457 Deferred Compensation Retirement Plan

Part-time (less than .50 FTE) and extra-help employees who are hired on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement Plan authorized by Internal Revenue Code Section 457 in lieu of Social Security.

The SCTA shall contribute to the employee's PST/457 deferred compensation account according to the following schedule:

| | |
|----------|------|
| EMPLOYEE | SCTA |
| 3.5% | 4.0% |

5.24 Long-Term Care Insurance-Payroll Deduction

The SCTA agrees that employees may purchase CalPERS Long Term Care Insurance at their own expense through bi-weekly payroll deduction as long as the SCTA is eligible to participate in the CalPERS payroll deduction program. Each employee is responsible to submit his/her own application and any subsequent membership changes directly to CalPERS, as CalPERS Long Term Care is not a SCTA program or under SCTA direction. CalPERS may directly invoice employees for missed payroll deductions or premiums due prior to start-up of payroll deduction

5.25 Extra Help Employees

Only benefits required by law and the following portions of Section 5 apply to extra-help employees:

Extra-help employees shall have access to a medical plan. Effective June 1, 2016, the SCTA will offer all medical plans sponsored by the County of Sonoma, excluding the County Health Plans, to eligible extra help employees and their eligible dependent(s) as is provided to regular employees.

Employees who meet the following criteria will be eligible to begin payroll deductions once both criteria are met:

- ❑ Must generally be scheduled to work at least forty (40) hours per pay period, and
- ❑ Worked at least one hundred sixty (160) hours in the previous two (2) pay periods.

Effective with the first premium due, the SCTA contribution shall be up to four hundred dollars (\$400) per month.

Premiums for the plan will be paid in advance on the first two pay dates of the month prior to the coverage effective date and on the first two pay dates of every month thereafter. When payment has been made in full, coverage will take effect on the first of the month following payment and shall end on the last day of the same month. Coverage will be month to month and is dependent on full payment of premiums and subject to continued eligibility.

The employee premiums shall be paid through pre-tax payroll deduction as allowed by IRS Code Section 125.

Continued Coverage and Conditions for Regaining Eligibility for Medical Plan

An extra-help employee who is enrolled in the medical plan who fails to work at least twenty (20) hours in any pay period in which a premium deduction was due, will be eligible to contribute toward the medical coverage by paying the full amount of the premiums by payroll deduction if sufficient funds are available to fully cover the deduction. Premium payments not paid by payroll deduction will be due in the ACTTC's Payroll Office by the last day of the pay period in which there were insufficient hours worked. A \$25 late fee will apply for each payment not received by the due date.

5.26 Unpaid Premium Payments

Premium payments not paid by payroll deduction but paid directly to the ACTTC's Office may be continued for a maximum of three (3) months or upon the exhaustion of any approved CPDL, CFRA, or FMLA benefit period, whichever is later.

- A. Employees who choose to pay timely premiums directly to the ACTTC's Office by cash or check without a lapse in coverage shall resume premium payment by payroll deduction on the first available pay date following their last cash premium payment without a lapse in coverage.

B. Employees who choose to lapse their coverage during a period of absence may do so by notifying the ACTTC's Payroll Office in writing no later than seven (7) days after the premium due date. Coverage will be lost for the months not paid. Premium payment by payroll deduction shall restart on the first pay date of a month with sufficient funds to cover the cost of premiums due and shall continue until discontinued by a written cancellation notice, non-payment of premiums, a temporary lapse in coverage in accordance with this section, or separation from employment. Coverage will not restart until a full month's premiums are paid in full.

C. Employees may choose to cancel their coverage by completing the appropriate forms.

D. Employees who fail to make any of the above elections or who fail to pay premiums when due shall receive one notice of payment due and shall have their coverage canceled for failure to respond.

E. The SCTA reserves the right to cancel an employee's active coverage if the employee lapses coverage more than three (3) times, or a similar frequency that is determined to be an administrative burden.

Employees who choose option (C) or are canceled under item (D) or (E) must wait until the next annual enrollment period to re-enroll.

An employee who loses coverage under this section may be eligible to elect COBRA continuation of coverage if he or she is no longer eligible to pay premiums directly to the Auditor-Controller-Treasurer-Tax Collector's (ACTTC) payroll division. The failure to pay premiums or the election to lapse or cancel coverage are not COBRA qualifying events.

Medical Plan - Dependent Coverage

Covered employees may purchase dependent coverage for eligible dependents at their own expense through pre-tax payroll deduction as allowed by IRS Code Section 125.

Enrollment in Medical Plan

Approximately two (2) months prior to the anticipated eligibility date, the SCTA shall provide enrollment materials to the employee. The employee then has twenty one (21) calendar days to complete and submit the enrollment forms. If coverage is waived upon initial eligibility, election to participate in the medical plan can only be made during an annual open enrollment period designated by the SCTA or as required by law.

Medical Benefits & Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL)

Eligible extra-help employees who are off work on an FMLA or CFRA or CPDL qualifying leave shall receive a SCTA contribution toward medical insurance equal to the average amount received in the two (2) pay periods immediately preceding the first (1st) pay period of eligible leave. Employees must pay their share of the medical insurance premiums in order to maintain coverage and to continue to be eligible for a SCTA contribution. Employees must file an Extra-Help FMLA/ CFRA/CPDL Request for Leave form along with appropriate medical documentation with their department. Upon approval, the leave form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office.

An employee who is eligible for this continued benefit shall notify the ACTTC's payroll division of the employee's intent to continue insurance coverage no later than five (5) County business days after the first day of the leave.

To ensure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period for which premiums were due. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice. Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's continued medical insurance shall be terminated.

5.27 Extra-Help Employee - Proration of Medical Benefits

Extra-help employees shall be eligible to participate in the SCTA's medical plans. SCTA's contribution toward their premiums shall be pro-rated based on hours worked. Pro-ration shall be based on the number of pay status hours in the pay period, excluding overtime.

Pro-ration for extra-help employee medical benefits shall be as follows:

- (1) For each pay period in which employee works forty (40) or more hours, the full SCTA contribution will be paid.
- (2) For each pay period in which employee works more than twenty (20) but fewer than forty (40) hours, the above amounts shall be prorated in proportion to the number of hours worked in the pay period.
- (3) For each pay period in which employee works fewer than twenty (20) hours, no SCTA contribution will be made.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#6 At Will Employment

Date Effective: July 1, 1998

SCTA Employees serve in “at will” positions at the pleasure of the Executive Director. The Executive Director is considered to be the appointing authority for employees of the SCTA and may take all necessary actions to hire, promote, demote, transfer, suspend with or without pay, or discharge any employee.

The Executive Director shall consult with the SCTA Chair before action is taken to discharge an employee. The Executive Director will also inform the SCTA Executive Committee and promptly notify the SCTA Board of the action taken.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#7 Expenses

Date Effective: July 1, 2006

The following are the procedures relative to travel, mileage and meal expenses:

7.1 Reimbursement for Mileage

An SCTA employee who is authorized to use a personal automobile for travel required in the performance of official SCTA business, shall be reimbursed at the current applicable federal business standard mileage rate as established by the IRS, for each mile driven. Reimbursement shall be made after the employee submits substantiation of the date, place and purpose of travel in writing to the Executive Director. Any parking costs, public transit costs, and/or tolls associated with the trip are also reimbursable upon substantiation.

In the event that an employee required by the SCTA to use a private automobile on SCTA business, should incur property damage to the employee's automobile through no negligence of the employee, and the employee is unable to recover the costs of such damage from her own insurance company or from the other driver or any other source, such costs shall be covered under the SCTA's Liability Policy to a sum not to exceed the limits of the policy, provided that any claims the employee may have against her/his insurance company or any third party have been litigated or settled, and provided further that the employee is not found guilty of a violation of the California Vehicle Code or Penal Code in connection with the event causing such damage. The employee shall submit proof of loss, damage or theft to the Executive Director within thirty (30) days of such loss, damage or theft.

7.2 Conventions, Seminars or Meetings

An SCTA employee may attend a convention or meeting pertaining to his/her office when authorized by the Executive Director and within the budgetary program or using professional development funds approved by the SCTA Board of Directors.

7.3 Meals

When required or approved by the Executive Director, employees may be reimbursed for meals, not to exceed a reasonable amount, consumed in connection with SCTA business when one of the following conditions exists:

- ❑ An employee attends a meeting or conference for the SCTA's benefit at which time a meal is a regularly scheduled event and at which attendance has been anticipated within the travel budget.
- ❑ An employee is required to attend a meeting concerning SCTA business because of his or her official position.
- ❑ An employee has been assigned by the Executive Director to attend a meeting concerning official business as a representative of the SCTA or to attend a training course.
- ❑ An employee is required to incur expenses as host for a person or persons deemed by the Executive Director to be an official guest of the SCTA.

The Executive Director is accountable for determining the necessity for expending public funds for meals, the appropriateness and accuracy of the claim, the availability of funds, and conformity with SCTA policy.

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Personnel Policies and Procedures

#8 Work Hours

Date Effective: September 12, 2016

The offices of the SCTA shall be open to the public Monday through Friday between 8:00 a.m. and 5:00 p.m. except for SCTA holidays as defined in the Policies and Procedures #3.

Employees may work flexible daily work schedules if approved by Executive Director provided that:

- ❑ The total work hours are accumulated during the daily hours of 7:00 a.m. to 7:00 p.m. each pay period (bi-weekly)
- ❑ The employees are present at their job assignment during the “core time” of 9:00 a.m. to noon and 1:30 p.m. to 3:30 p.m.
- ❑ Employees take at least a 30-minute lunch break during the period of 11:00 a.m. to 2:00 p.m. and the lunch break does not exceed two hours.

Work away from the office, such as telecommuting from home, as authorized by the Executive Director, will be credited as work hours.

The Executive Director must approve time off during the core time in excess of work breaks.

When the Executive Director determines that operating needs require hours of coverage other than those defined as “core time,” the employee will be required to work them and shall be paid pursuant to the salary and overtime schedules and policies.

Office Visitor Policy

No visitors may enter the area of the office behind the reception desk without permission from an SCTA/RCPA employee. Mail and parcel deliveries should be made via the lock-box outside the office when possible, or left at the front table if no signature is required.

Any requests made by visitors to see an SCTA or RCPA employee should be confirmed by reception staff via email or Jabber text so that staff have a chance to respond silently. The following should be requested related to any inquiry about SCTA/RCPA staff availability:

- ❑ What is your name?

- What is the purpose of your visit?
- Is he/she expecting you?

Outside groups using the conference room should be asked to keep the internal door shut and refrain from entering our office from the conference room unless permitted by an SCTA/RCPA employee.

SCTA/RCPA employees will ensure that visitors for which they are responsible are not disruptive to the office working environment, in the form of noise, use of the kitchen or other shared spaces, or other behaviors that reduce employee privacy.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#9 Timely Response to Phone Messages / Written Requests

Date Effective: September 12, 2016

The perception of our effectiveness as the staff to the SCTA will be judged in many ways. One of those ways is how well we serve the SCTA Board members, the staff of the cities and the county, and the public. Our timely response to phone, email and written inquiries is a tangible measure of our commitment to serving these constituencies.

9.1 Phone Messages

Every effort should be made to respond to a phone message as soon as possible, preferably within 24 hours. If the person that called will require information you do not have or they expect a detailed response you are not prepared to offer immediately, you should call the person back within 24 hours and give them a schedule of when you can respond in detail.

9.2 Email and Written Requests

Every effort should be made to respond to email and written requests as soon as possible. Email requests should be replied to within 24 hours. If the email request will require information you do not have or a detailed response is you required let them know you have received their email and will be working on a response in the coming week.. A request should be replied to within one (1) week and given a schedule of when the detailed response can be given should it be required.

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Personnel Policies and Procedures

#10 Media Relations

Date Effective: July 1, 1998

It is important that the information given to the press is accurate, complete, and placed in context. It should be the objective of staff to be open and prompt in responding to press inquiries. Often the press operates on very tight deadlines and requires information that day.

10.1 Who talks to the news media?

- SCTA Board Members and the Executive Director unless specific technical or program information is required. However, staff can expect to be contacted directly by reporters at public meetings or by phone.
- In certain circumstances, professional staff may be called on to provide technical information to the media. An excess of complicated technical information can cloud a good news story. When receiving a call directly from the press:
 - Determine the name, and organization, date, and time and write it down.
 - Determine the nature of the inquiry and write it down
 - Either refer the call to the Executive Director or answer the question(s) consistent with the guidelines of this memo, and
 - If the inquiry is answered, complete a brief written record and forward to the Executive Director.
- The Chair of the SCTA Board or the Executive Director shall make all contacts with the media regarding feature articles and appearances on talk shows. Any staff person receiving such a request from the media should forward it to the Executive Director.
- SCTA initiated contacts with the media, such as press releases or requests to appear before editorial boards shall be made by the Executive Director or Chairperson of the SCTA or the designee of either person.

10.2 Policy vs. Information

When speaking to the media, always identify the kind of information given. The SCTA Board makes policy. While the staff may propose a policy or suggest policy options, a policy is official only after the SCTA Board acts. Staff may produce technical reports as information to the SCTA Board. Each staff member should ensure that the media understands the nature of the information given (e.g. staff report, staff recommendation, proposed policy or approved SCTA Board policy).

10.3 How to talk to reporters

- ❑ Simply. The media for the most part do not have technical expertise in transportation.
- ❑ Concisely. Most reporters are bright but must deal with a multitude of issues. Errors are likely to occur with questions answered in an unclear manner. Staff should keep in mind that newspapers are written for the sixth grade level reader, that TV and radio news stories are typically very concise (30-90 seconds), and that disclaimers, exceptions, and qualifying factors are often left out of news stories.
- ❑ Willingly. The media are the eyes and ears of the public. Public acceptance of the SCTA and its programs depend on public understanding, facilitated through honest and open dealings with the media.
- ❑ Honestly. Always assume you are talking “on the record.” There is no such thing as “off the record” when talking to the media. Make sure facts are correct. If you don’t know, say so but that you will find out and follow through. On rare occasions you may know but do not wish to comment. Don’t lie. Say you do not wish to comment.
- ❑ Promptly. Media calls and requests should receive highest priority. Media deadlines are absolute, and news is news for a very short time. If you do not answer promptly, the reporter will complete the story without your information, and errors or omissions may occur.
- ❑ Sensitively. A spokesperson for the SCTA, dealing with politically sensitive issues, must consider the political implications of what is said. Any staff person who does not have a grasp of facts or political implications should ask a senior staff person to handle the request. Information given to the news media cannot be retracted.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#11 Prohibiting Harassment, Discrimination & Retaliation

Date Effective: March 14, 2006

11.1 Purpose

The purpose of this Policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in employment, to define those terms, and to identify a procedure for investigating and resolving internal complaints. The SCTA encourages employees to report any conduct that is believed to violate this Policy as soon as possible.

11.2 Policy

The SCTA has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate action.

Harassment or discrimination against an applicant or employee by a supervisor, management employee, co-worker or contractor on the basis of race, religion, sex (including gender and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics, marital status, age, or sexual orientation will not be tolerated.

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary or other appropriate action up to and including termination will be instituted for prohibited behavior as defined below.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate disciplinary action up to and including termination.

11.3 Definitions

Protected Classifications: This policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, sex (including gender and pregnancy), sexual orientation, national origin, ancestry,

citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, genetic characteristics, and physical or mental disability.

Policy Coverage: This policy prohibits SCTA officials, officers, employees or contractors from harassing or discriminating against applicants, officers, officials, employees, or contractors because (1) of an individual's protected classification, (2) of the perception that an individual has a protected classification, or (3) the individual associates with a person who has or is perceived to have a protected classification.

Discrimination: This policy prohibits treating individuals differently because of the individual's protected classification as defined in this policy.

Harassment may include, but is not limited to, the following types of behavior that is taken because of a person's protected classification. Note that harassment is not limited to conduct that SCTA employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or even members of the public:

Speech: Such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.

Physical acts: Such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement or other conduct that is inappropriate in the work place. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

Visual: Such as derogatory posters, cartoons, drawings, e-mails, pictures or videos.

Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Guidelines for Identifying Harassment: To help clarify what constitutes harassment in violation of this Policy, use the following guidelines:

- Harassment includes any conduct that would be "unwelcome" to an individual of the recipient's same protected classification and that is taken because of the recipient's protected classification.
- It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
- Even visual, verbal, and/or physical conduct between two employees who appear to welcome it can constitute harassment of a third applicant, officer, official, employee or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).
- Retaliation: Any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process, is prohibited. "Adverse conduct" includes: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, and those who associate with an individual who is involved in reporting harassment or discrimination or who participates in the complaint or investigation process.

11.4 Management Responsibilities

In order to prevent sexual harassment, management and supervisory employees are responsible for, among other things, informing employees of this Policy and reporting all complaints for sexual harassment or any type of discrimination to the Executive Director. It is the responsibility of the Executive Director to take appropriate action.

11.5 Reporting Harassment and Discrimination

Acts of harassment or any type of discrimination should immediately be reported either to your supervisor or the Executive Director. If possible, this should be reported first to a supervisor or manager

11.6 Harassment and Discrimination Complaint Procedure

All reports of possible violations of this Policy will be timely and thoroughly investigated, as appropriate. Depending on the outcome of the investigation, and the circumstances of the case, appropriate action will be taken.

11.7 Defense and Indemnification

Anyone who engages in conduct that is found to violate this Policy may not be entitled to indemnification and defense where the SCTA Board finds that such conduct falls outside the scope of employment.

11.8 Administration

This program of Equal Employment Opportunity may be amended as needed by a majority vote of the SCTA Board of Directors.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#12 Attendance at SCTA sponsored events

Date Effective: July 1, 1998

While the SCTA employees are invited to attend all SCTA sponsored functions, such as conferences, symposiums, field trips, etc. compensation for attendance shall be as follows:

- If an employee attends a SCTA sponsored function at the specific request of his/her supervisor or because it is required within the scope of his/her job function, and that function is held after official working hours or on a week-end, then the employee is entitled to overtime pay or comp time depending on their employee status, and related transportation expenses. Attendance at such functions requires the supervisor's prior approval.
- If an employee attends a SCTA sponsored function, whether during or after official working hours, of his or her own accord, then the employee is not entitled to any compensation, including but not limited to overtime pay, comp time, transportation expenses, etc.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#13 Salary Administration Guidelines

Date Effective: July 1, 1998

13.1 Starting Salaries

The Executive Director shall approve initial salaries and increases for all SCTA employees.

The initial salary offer to new hires should be determined only after verifying that the salary range for the job itself is appropriate. The reason for having salary ranges (as opposed to single rates) is to be able to vary actual salaries for individuals in recognition of performance and experience.

The minimum of the pay range is not the same as the hire rate and should not be used as such. The appropriateness of a new hire salary, within the guidelines stated above, will be determined based on budget constraints and the Executive Director's management judgment. Consideration will be given to the candidate's background and skill level, the time it is presumed it will take for the individual to learn the job, the current competitiveness of the market for the particular job, and any other factors that may be pertinent.

13.2 Promotions

A promotion, by definition, is a reassignment of an employee from one job to another job with the SCTA that is classified in a higher pay range. If a job is reclassified to a higher pay range, and the same individual employee remains in the job, it is a promotion-in-place. The same salary administration guidelines apply to both promotions and promotions-in-place.

Promotional increases shall be based on the appropriate salary level within the new position's salary range depending on the employees' performance and experience.

13.3 Demotions

When an individual is moved to a job with a lower salary grade, salary adjustments may or may not be appropriate. If, by mutual consent, the employee requests or agrees to the demotion, the current salary should be reassessed relative to its position in the new salary range. If it is over the maximum of the new range, consideration should be given to a salary decrease to an appropriate salary level within the new range.

If the demotion is the result of a job reclassification and results in a situation where the employees' salary is higher than appropriate for job duties and the salary range, it is generally best to grant no increases to the salary until such time as labor market inflation

results in increased ranges and the salary falls into the range at a level that would justify a merit increase. Pay decreases are seldom imposed in this situation, although the final decision rests with the Executive Director's discretion.

13.4 Salary Increases

The Executive Director may issue guidelines to help recommend whether an employee should receive an annual salary increase after the employee's annual performance evaluation.

Salary increases will be allocated among employees in consideration of the following criteria:

- ❑ Current position of salary level within the approved salary range of a job
- ❑ Performance evaluation
- ❑ Budget constraints

The Executive Director exercises discretion and management judgment in the process of making salary increase recommendations.

SONOMA COUNTY TRANSPORTATION AUTHORITY

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#14 Performance Evaluations

Date Effective: July 1, 1998

While continuing to emphasize the at-will nature of employment with the SCTA, performance evaluations (1) will be conducted annually for all employees and (2) they will be the basis for considering salary adjustments for employees. All salary adjustments are to be approved by the Executive Director. Evaluation of and compensation for the Executive Director is determined in a separate contract negotiated directly between he/she and the SCTA Board of Directors.

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#15 Drug and Alcohol Policy

Date Effective: July 1, 1998

The object of the SCTA's alcohol and drug policy is to provide a safe and healthy workplace for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The manufacture, use, possession, sale, distribution, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs, narcotics, controlled substances or intoxicants (collectively "Alcohol and Drugs") except for medical purposes as further described below, by SCTA employees at any time on SCTA premises or while on SCTA business is prohibited.

Employees shall not report for duty, enter or remain on SCTA premises while under the influence of alcohol and/or drugs nor have in their possession any such Alcohol and/or Drugs while on SCTA premises.

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician or over-the-counter medications that you buy at the store is not prohibited by this policy. Employees who are using prescriptions or over-the-counter medications that may impair their ability to perform their job safely must report such use to their supervisor immediately before starting or resuming work. If employees discover that such medication has an impaired or adverse impact on their ability to work, they should contact their physician immediately.

Any violation of this policy may result in disciplinary action up to and including immediate termination.

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#16 Staff Development Benefit and Wellness Allowance Program

Date Effective: September 12, 2016

The Staff Development Benefit and Wellness Allowance Program provides an annual reimbursement allowance to assist SCTA/RCPA employees achieve professional and educational growth related to their job with the SCTA/RCPA as well as personal wellness. The Program covers work-related expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

The benefit may also be utilized to promote healthy lifestyles by allowing participation in physical fitness, weight reduction, stress reduction and smoking cessation programs not otherwise provided through traditional health care benefits.

All benefits provided under this Program are subject to applicable provisions of federal and/or state law, and all applicable SCTA/RCPA policies and procedures, as approved by the Executive Director and the SCTA/RCPA Board of Directors.

Full time, permanent employees are eligible for this Program.

Some benefits are taxable, others are not. The table below defines the benefits covered and taxable status. Eligible expenses may change without notice per the County of Sonoma who manages this program.

| Job-related <i>non-taxable</i> benefits covered: | |
|---|---|
| <u>Eligible Reimbursable Expense</u> | <u>Examples</u> |
| Education that maintains or improves skills required in your current job; includes all required training. | Registration Textbooks Parking, mileage Travel, lodging, meals |
| Meetings, seminars or conferences | Registration Textbooks Parking, mileage Travel, lodging, meals |

| | |
|--|---|
| Computer software | Educational and reference materials or manuals Application software |
| Licenses and certifications | Professional licenses and certifications Re-licensing |
| Educational materials | Books, periodicals Professional or technical journals CD's, DVD's or downloadable media |
| Physical fitness and wellness <i>non-taxable</i> benefits covered | |
| Physical fitness and wellness benefits | On-site workplace athletic facilities and/or wellness and physical fitness programs offered by employer Weight reduction and smoking cessation programs as treatment for specific disease as prescribed by physician |

According to the IRS, benefits are excluded from your federal gross income as a working condition fringe benefit to the extent that, if you had paid the expense, it would qualify as a deductible business expense under IRC§162.

| | |
|---|---|
| Job-related <i>taxable</i> benefits covered: | |
| <u>Eligible Reimbursable Expense</u> | <u>Examples</u> |
| Computer hardware and mobile devices (see below for detail) | Desktop or laptop computers and peripheral connectivity devices Mobile devices include personal digital assistants, mobile phones, tablets, etc. |
| Education required to enable you to meet the minimum educational requirements for your current job or education which will lead you to another job with SCTA/RCPA | Registration Textbooks Parking, mileage Travel, lodging, meals |
| Physical fitness and wellness <i>taxable</i> benefits covered | |

| | |
|--|---|
| Health club memberships or admittance to pursue or maintain personal health and physical fitness | Offsite health clubs Physical fitness or exercise classes County Parks pass |
| Recreation classes / sports lessons | Tennis, golf, karate, dance, skating |
| Personal training | Strength training, pilates training |
| Entry, registration, participation or league fees | Softball or golf league, running or cycling race entry fees |
| Physical fitness products and equipment | Videos, sports equipment, safety gear (excludes clothing and fitness apparel) |
| Weight reduction programs to improve general health or as treatment for a specific disease | Exercise programs Diet management programs Stress reduction programs |
| Smoking cessation programs to improve general health or as treatment of a specific disease | Smoking cessation programs Patches Stress reduction programs |

Staff Development Exclusions:

- General office supplies and equipment
- Magazine subscriptions, newspapers, periodicals or journals of general circulation, such as Newsweek, Press Democrat, Wall Street Journal, etc.
- Consumable computer/laptop supplies (paper, ink cartridges, etc.)
- Internal modifications to SCTA/RCPA-owned computers or equipment
- Service, maintenance agreements or repair costs for qualified hardware
- Student loans, interest costs, loan fees
- Digital cameras
- Global Positioning Devices (GPS)
- All costs associated with an internet service provider
- Social events or luncheons that are not directly related to SCTA/RCPA business are not reimbursable

Annual allowance for Unrepresented Employees is:

| | |
|-------------------------------|---------|
| Combined Use Annual Allowance | \$1,000 |
| Carryover Allowed Annually | None |

Annual allowance for Administrative Management is:

| | |
|-------------------------------|-----------------------------------|
| Combined Use Annual Allowance | \$1,500 plus 2.25% of base salary |
| Carryover Allowed Annually | None |

Computer Hardware and Mobile Devices

Staff Development Benefit Allowances may be used towards reimbursement for the purchase of computer hardware and mobile devices as defined in the table above. Monthly service charges for internet and mobile communication connections are not reimbursable under this Program. The use and approval of all computer hardware and mobile devices is subject to review by the Executive Director. All computer hardware and mobile devices must be directly job related, must be used for SCTA/RCPA business a minimum of 50% of their use, be outlined and approved in the employees’ annual Professional Development Plan document, and will be considered together with other staff development training and educational priorities required by the department head.

Combined Use Allowance

These funds may be used for eligible Wellness, Physical Fitness, and/or Staff Development expenses as specified above.

The Combined Use Allowance will not be eligible for carryover into the next fiscal year.

For greater detail on Program implementation as managed by County of Sonoma Human Resources, please see “Staff Development Benefit Allowance Program Administrative Manual” at the www.hr.sonoma-county.org website.

For purposes of this and related policies, Unrepresented staff is BU:00 and Administrative Management staff is BU:50.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#17 Sabbatical Leave

Date Effective: May 8, 2006

17.1 Requirements

An appointing authority, within his/her sole discretion, may allow an unrepresented Administrative Management employee a sabbatical leave from the employee's position with the SCTA for a period not to exceed six (6) calendar months. Prior to commencing the leave, the employee must have served the equivalent of seven (7) years of full-time service in pay status in a position or positions designated by the SCTA as Administrative Management. Each subsequent sabbatical leave shall require the equivalent of an additional seven (7) years of similar service. Any unpaid absence from work, which lasted longer than two (2) full pay periods, shall not be counted in the qualifying period.

17.2 Approval

An unrepresented Administrative Management employee must apply for the sabbatical leave in writing to the employee's appointing authority who shall respond to the request in writing by either approving or disapproving the leave. The decision of the appointing authority is final, may not be appealed or grieved under any SCTA policy, resolution or rule.

17.3 Continuation of Benefits

During the sabbatical leave and notwithstanding any other section of this Policy, the employee shall not receive any regular salary or pay; however, the SCTA shall continue to make its normal contributions for the employee's and their eligible dependents' health, dental, vision care, life, long-term disability benefits, and any other such health and welfare benefits as may be granted unrepresented Administrative Management employees in the future, as were paid at the commencement of the leave. The employee shall make appropriate payments acceptable to the ACTTC in order to continue coverage during the period of the sabbatical leave.

Staff Report

To: SCTA/RCPA Board of Directors
From: Suzanne Smith, Executive Director
Item: 3.2 – Amendment of Conflict of Interest Codes for SCTA and RCPA
Date: September 12, 2016

Issue:

Shall the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA) amend their conflict of interest code?

Background:

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. No later than October 1, 2016, each agency must submit a biennial notice to the office of the Sonoma County Board of Supervisors indicating whether or not an amendment is necessary.

If an amendment to an agency's conflict of interest code is needed, the amended code should be approved by the agency's board of directors or commissioners prior to being forwarded to the County Board of Supervisors for approval within 90 days of biennial notice due date (December 30, 2016). The County Board of Supervisors is the code reviewing body for county agencies and other government agencies solely within the county. An agency's amended code is not effective until it has been approved by the County Board of Supervisors. Once the amended code is approved the agency will receive notice of the effective date of approval.

The SCTA and RCPA have determined that amendments are required for both entities. The amendment to the SCTA conflict of interest code is necessary to revise the titles of existing positions. The position titles were revised and approved by the SCTA/RCPA Board of Directors on October 12, 2015. The amendment to the RCPA conflict of interest code is necessary to revise the description of the consultant disclosure category.

Policy Impacts:

This action will amend the conflict of interest codes that are legally required for the SCTA and the RCPA to operate.

Fiscal Impacts:

This action has no fiscal impact to the SCTA or the RCPA.

Staff Recommendation:

Review and consider adopting the SCTA Resolution No. 2016-013, and the RCPA Resolution No. 2016-003, amending the conflict of interest codes for both agencies.

Sonoma County Transportation Authority
 Santa Rosa, California
 September 12, 2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
 TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA,
 AMENDING A CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt Conflict of Interest Codes, and to review those codes every two years; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code and which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act, and

WHEREAS, the Sonoma County Transportation Authority wishes to adopt this standard code and designate which officers and employees should disclose financial interests and describe which interests must be disclosed, and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A and Appendix B, in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Sonoma County Transportation Authority, and

2. Pursuant to Section 4 of the standard code, board members shall file statements of economic interest with the Sonoma County Transportation Authority clerk, who shall retain a copy and forward the original for filing with the Clerk of the Sonoma County Board of Supervisors. Designated employees shall file statements with the Sonoma County Transportation Authority clerk who shall retain them at the main place of business of the Sonoma County Transportation Authority. Any Sonoma County Transportation Authority board member or other designated employee already required to submit a disclosure statement (Form 700) pursuant to Government Code section 87203 may submit a copy of that statement in lieu of any filing required by this code provided that no additional disclosure would be required by this code.

THE FOREGOING RESOLUTION was moved by Director ____, seconded by Director ____, and approved by the following vote:

| | |
|-------------------|--|
| Director Chambers | |
| Director Coursey | |
| Director Gallian | |
| Director Gorin | |
| Director Gurney | |
| Director Landman | |

Ayes: _ Noes:

| | |
|--------------------|--|
| Director Mackenzie | |
| Director Miller | |
| Director Rabbitt | |
| Director Russell | |
| Director Salmon | |
| Director Zane | |

 _ Absent: _ Abstain: _

Resolution No. 2016-013

Sonoma County Transportation Authority
Santa Rosa, California
September 12, 2016

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

APPENDIX A

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|---|------------------------------|
| Member of the Board of Directors | 1, 2 |
| Executive Director | 1, 2 |
| Deputy Director of Projects and Programs | 1, 2 |
| Deputy Director, Planning & Public Outreach | 1, 2 |
| Director of Climate Protection Programs Manager | 1, 2 |
| Senior Transportation Planner | 1 |
| Transportation Planner | 1 |
| Project Analyst | 1 |
| Project/Program Analyst Specialist | 1 |
| Consultants | * |

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following:

The Chairperson may determine in writing that a particular consultant, although in a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The Chairperson’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX B

Disclosure Categories ¹

- Category 1: Sources of income from, and investments and business positions in, business entities that engage in land development, construction, or the acquisition or sale of real property; and all interests in real property.
- Category 2: Sources of income from, and investments and business positions in, business entities that provide services, supplies, material, machinery, or equipment of the type utilized by SCTA or in projects funded by SCTA.

¹ Only investments in and sources of income from business entities, and sources of income, which do business in the geographic area of the County, or real property interests located in the County, need to be reported.

Sonoma County Regional Climate Protection Authority
Santa Rosa, California
September 12, 2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING ITS CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt conflict of interest Codes, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code and which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act, and

WHEREAS, the Sonoma County Regional Climate Protection Authority wishes to adopt this standard code and designate which officers and employees should disclose financial interests and describe which interests must be disclosed, and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A and Appendix B, in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Sonoma County Regional Climate Protection Authority, and
2. Pursuant to Section 4 of the standard code, board members shall file statements of economic interest with the Sonoma County Regional Climate Protection Authority clerk, who shall retain a copy and forward the original for filing with the Clerk of the Sonoma County Board of Supervisors. Designated employees shall file statements with the Sonoma County Regional Climate Protection Authority clerk who shall retain them at the main place of business of the Sonoma County Regional Climate Protection Authority. Any Sonoma County Regional Climate Protection Authority board member or other designated employee already required to submit a disclosure statement (Form 700) pursuant to Government Code section 87203 may submit a copy of that statement in lieu of any filing required by this code provided that no additional disclosure would be required by this code.

THE FOREGOING RESOLUTION was moved by Director ____, seconded by Director ____, and approved by the following vote:

| | | | |
|-------------------|-------|--------------------|-------|
| Director Chambers | _____ | Director Mackenzie | _____ |
| Director Coursey | _____ | Director Miller | _____ |
| Director Gallian | _____ | Director Rabbitt | _____ |
| Director Gorin | _____ | Director Russell | _____ |
| Director Gurney | _____ | Director Salmon | _____ |
| Director Landman | _____ | Director Zane | _____ |

Ayes: _ Noes: _ Absent: _ Abstain: _

Sonoma County Regional Climate Protection Authority
Santa Rosa, California
September 12, 2016

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Regional Climate Protection Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Regional Climate Protection Authority

APPENDIX A

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|----------------------------------|------------------------------|
| Member of the Board of Directors | 1, 2 |
| Consultants | * |

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following:

The Chairperson may determine in writing that a particular consultant, although in a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The Chairperson’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The positions of Executive Director of SCTA, Director of Climate Protection Programs Manager at SCTA, and Project/Program Analyst Specialist of SCTA, assigned to RCPA projects shall function as consultants to RCPA and report any interests in Disclosure Categories 1 and 2.

APPENDIX B

Disclosure Categories ¹

Category 1: Sources of income from, and investments and business positions in, business entities that engage in land development, construction, or the acquisition or sale of real property; and all interests in real property.

Category 2: Sources of income from, and investments and business positions in, business entities that provide services, supplies, material, machinery, or equipment of the type utilized by RCPA or in projects funded by RCPA.

¹ Only investments in and sources of income from business entities, and sources of income, which do business in the geographic area of the County, or real property interests located in the County, need to be reported.

BOARD OF DIRECTORS MEETING

July 11, 2016

1. Call to order the meeting of the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA)

Meeting called to order at 2:32 p.m. by Chair David Rabbitt.

Directors Present: Chair Rabbitt, Supervisor, Second District; Director Russell, City of Cloverdale, Vice Chair; Director Albertson, City of Petaluma; Director Coursey, City of Santa Rosa; Director Gallian, City of Sonoma; Director Gorin, Supervisor, First District; Director Gurney, City of Sebastopol; Director Landman, City of Cotati; Director Mackenzie, City of Rohnert Park; Director Salmon, Town of Windsor.

Directors Absent: Director Zane, Supervisor, Third District.

2. Public comment on items not on the regular agenda

Duane DeWitt addressed the need to encourage alternative modes of transportation and to move forward with the Roseland Creek Trail for bicyclists and pedestrians under Measure M or to identify another form of funding if necessary in order to complete this project.

Suzanne Smith briefly summarized how Measure M funding was originally established by voters and is not able to be significantly changed at this juncture. She explained the process for identifying and allocating funding.

3. Consent Calendar

A. SCTA Items

- 3.1. **Measure M** – FY 15/16 Budget Adjustment, Bond Trustee Accounts (ACTION)*

B. SCTA/RCPA Concurrent Items

- 3.2. **Admin** – Minutes of the June 13, 2016 meeting (ACTION)*

Motion by Director Gorin, seconded by Director Landman, to approve the Consent Calendar as presented, passed unanimously (11-0-1-0) with the exception of Item 3.2 (Minutes of June 13, 2016) from which Director Albertson abstained, not being in attendance at this meeting (10-0-1-1).

4. Regular Calendar

A. SCTA Items

4.1. SCTA Planning

- 4.1.1. **CTP** –release of DRAFT Comprehensive Transportation Plan *Moving Forward 2040* for review (ACTION)*

Janet Spilman presented a slideshow review of this update of the Comprehensive Transportation Plan. This included a summary of various forecasts for employment, population, drivers, transit, and roads. She noted that Sonoma County has the most miles of roads of all the Bay area, and that funding remains a significant challenge in the completion of projects.

Additional graphics illustrated the performance of various projects in reaching goals of the CTP, and how 2040 targets can be reached. \$5 billion in transportation funding is projected to be needed over the next 25 years.

Ms. Spilman announced that an open house is scheduled July 13 at the SCTA offices. Public review comments are due by August 1, and the final document and EIR addendum are anticipated to be brought before the Board for adoption at the September 12 meeting.

Board comments included the need to further address the issue of affordable housing. The Board commended staff on their hard work. Additional comments included the valuable information regarding VMT and the significance of the data (e.g.; the lost personal time represented in traffic

congestion and personal hours of delay). Also noted was the significant funding gap; the disparity in the ratio between population and roads in Sonoma County compared to other counties in the Bay Area.

The Board also noted that the employment data indicates the overwhelming majority of commuters work within Sonoma County, and that Sonoma County is carrying the new housing for many working in Marin County; however, it was also noted that Solano County is now beginning to mirror this situation, in carrying housing for commuters to Sonoma County. The need for local affordable housing and the issues of Highway 37 and Highway 12 were also mentioned. The Board also pointed out that Sonoma County spends more from its General Fund on roads than any other County.

Duane DeWitt addressed the need for policy change and change in behavior; and to make the need for these changes known at the federal level.

Steve Birdlebough of the Sonoma County Transportation and Land use Coalition spoke on the need to reduce VMT in order to meet the goals of the CTP, particularly given the increase in housing and employment. He noted that the primary motivation by people for prioritizing mode of transportation is cost.

4.2. SCTA Projects and Programming

4.2.1. **Measure M – 2017 Strategic Plan Programming (ACTION)***

Seana Gause reported that staff is in the process of updating this Plan. She explained that the Bicycle and Pedestrian program is consistently oversubscribed and summarized other programming.

In response to Board questions, Ms. Gause explained that the Strategic Plan anticipates the possibility of funding not reaching the voter approved 2004 expenditure plan estimates., and referred to the history of programming for Measure M.

Additional Board comments addressed the need to try to move forward sooner with funding for

improvements to Arnold Drive, in order to make this a safer route for cyclists commuting to work.

Discussion continued regarding the possibility of a loan from Local Streets and Roads programming in order to expedite these improvements.

Motion by Director Mackenzie, seconded by Director Russell, to approve the 2017 Strategic Plan Programming, with the addendum that Bike and Pedestrian funding for Arnold Drive improvements is to be moved from Fiscal Year 2021/22 to Fiscal Year 2018/19.

4.2.2. **Measure M – 2017 Strategic Plan Proposed Policy 19 Amendment (ACTION)***

Ms. Gause reported on this proposed approach to address a \$40 million shortfall in the Bicycle/Pedestrian Program and summarized new language to the Policy.

Ms. Gause explained in further detail the correlation of this proposed Amendment with the expenditure plan, in response to Board questions, and the implications of not meeting the expenditure plan.

Ms. Smith explained in further detail the need for closer analysis and the disparity in original estimates and current funding. She confirmed to the Board that projects on the list as shown get first priority in funding, as well as the scarcity of matching funds.

Motion by Director Mackenzie, seconded by Director Gallian, to adopt the Proposed Policy 19 Amendment. Motion carried unanimously (11-0-1-0).

4.2.3. **Measure M - Local Street Project -116/121 Intersection Improvements Environmental Document (INFORMATION)***

Ms. Gause announced that this EIR has been released and presented slides showing the proposed project design, which includes alternatives for a roundabout and a signalized intersection. She reported that the impact of these

alternatives is similar. The public comment period is June 29 to August 2. A public meeting is scheduled to be held July 13 at the Finnish-American Association Center in Sonoma.

Board questions included how signalization at Broadway would mitigate the congestion at this intersection. Ms. Gause confirmed that landscaping is included in the project; however, under California drought conditions this is currently postponed and various options (including hardscape with rock) are being considered.

4.2.4. **Highways** – update on State Highway projects (ACTION)

Ms. Gause reported that construction is progressing and pile driving is beginning on this date for the Laguna de Santa Rosa Bridge.

James Cameron reported on the MSN B2 Phase 2 Sonoma Median Widening, and referred to letters of support to the California State Transportation Agency from various local jurisdictions and agencies for allocating \$15 million to the MSN B2 Phase 2 project from funds earmarked for Port Sonoma.

B. RCPA Items

4.3. RCPA Planning

4.3.1. **CA2020** –adoption of Climate Action 2020 and Beyond and certification of the related programmatic environmental impact report (ACTION)*

Ms. Casey reported on the release for adoption of CA2020 and staff’s request for certification of the EIR. She summarized revisions made from the previous draft Plan, including refinements at the jurisdictional level. She noted that elements of the City of Santa Rosa’s Climate Action Plan have been included in Chapter 5 of the CA2020 Plan. This draft represents an effort to respond to jurisdictions’ comments and requests. She presented a mockup of a summary of the Plan.

Ms. Smith emphasized how these documents have been done in-house simultaneously with several

other recent significant projects, including the CTP, and how these document local information, and collaboration with various local jurisdictions, including elected and staff. She cited the efforts of the entire staff of SCTA/RCPA in producing these documents.

Board comments concurred on the detailed and comprehensive effort by staff in developing the Plan and EIR. The Board also commended the inclusion of Santa Rosa information in the Plan.

Motion by Director Mackenzie, seconded by Director Gallian to certify the programmatic environmental impact report. Motion passed unanimously (11-0-1-0).

Motion by Director Mackenzie, seconded by Director Landman, to adopt Climate Action 2020 and Beyond. Motion carried unanimously (11-0-1-0).

5. Reports and Announcements

5.1. Executive Committee report

The meeting included discussion of the Measure M Strategic Plan and Annual Performance Evaluation of the Executive Director.

5.2. Regional agency reports*

BCDC: Director Gorin noted that there have been several cancelled meetings recently, and more attention and discussion related the increased sea level rise along Highway 37, which is even higher than originally projected.

Sonoma Clean Power: Director Landman announced that Mendocino County has joined Sonoma Clean Power, and that a regional reduction in GHG emissions of 19% can be anticipated when service begins, as well as an average savings of 1% in energy costs. An amendment to the Joint Powers Agreement will be needed to go forward with this. Director Landman encouraged the Board’s support.

MTC: Director Mackenzie reported that the Joint ABAG Administrative Committee-MTC Planning Committee voted to adopt the Option Seven Merger Implementation Plan, and that effective July 1 the process of merging will begin.

SMART: Director Russell reported on the success of the SMART Fourth of July 4 marketing test ride.

Director Mackenzie added that a report will be forthcoming in the Press Democrat on SMART and its relationship with local businesses.

GGBHTD: Chair Rabbitt reported that bids will open next week for the suicide prevention net. Ferry service is active and ongoing. The new capital improvement project is expected to also reduce the wait for cyclists to load their bicycles on to the ferry. Discussion followed regarding the traffic congestion at Vista Point at the Golden Gate Bridge.

5.3. Advisory Committee agendas*

Included in agenda.

5.4. SCTA/RCPA staff report

N/A

5.5. Announcements

N/A

6. Adjourn

4:43 p.m.

*Materials attached.

The next **SCTA/RCPA** meetings will be held **September 12, 2016**

Copies of the full Agenda Packet are available at <http://scta.ca.gov/meetings-and-events/board-meetings/>

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/RCPA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the SCTA/RCPA after distribution of the agenda packet are available for public inspection in the SCTA/RCPA office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

TO REDUCE GHG EMISSIONS: Please consider carpooling or taking transit to this meeting. For more information check www.511.org, www.srcity.org/citybus, www.sctransit.com or <https://carmacarpool.com/sfbay>

Staff Report

To: Sonoma County Transportation Authority
From: James R. Cameron, Director of Projects & Programming
Item: 3.4. Measure M – FY 15/16 Budget Adjustment, Inter-Program Loan Interest
Date: September 12, 2016

Issue:

Shall the SCTA adopt Resolution No. 2016-014 approving the FY 15/16 budget adjustments necessary for the Measure M financials to align with the interest payment from Rail Program to Local Street Projects (LSP) Program?

Background:

On December 9, 2013, the SCTA approved an inter-program loan from LSP to Rail which makes principle and interest payments once a year near fiscal year end. The SCTA Measure M financials have separate funds set up to properly reflect both the Rail Program and LSP program in accordance with Government Accounting Standards Board (GASB). On July 15, 2016, the interest earned in the county pool was posted giving staff the information needed to process the annual principle and interest payment. Staff estimated an interest rate that was lower than the actual interest earned causing the Measure M 15/16 Budget appropriations for Rail interest payment to LSP to be insufficient.

The requested action is more of an administrative formality. It brings the SCTA into compliance with our accounting and budgeting practices. The Board has already granted full authority for the transactions that have occurred when the inter-program loan was approved. This action will make sure that budget revision requirements are met.

The Budgetary Adjustment Request Forms and adjusted budget are attached.

Policy Impacts:

None

Fiscal Impacts:

None.

Staff Recommendation:

Staff recommends that the Board adopt Resolution No. 2016-014 approving the budget adjustments necessary for the Measure M financials to align with the interest payment from Rail Program to Local Street Projects (LSP) Program by increasing appropriations, and authorize the Executive Director to sign the budget adjustment forms.

Resolution No. 2016-014

Sonoma County Transportation Authority
Santa Rosa, California
September 12, 2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA, ADOPTING AN ADJUSTMENT TO THE FINAL MEASURE M BUDGET FOR FISCAL YEAR 2015/2016 RELATED TO THE MEASURE M INTER-PROGRAM LOAN INTEREST.

WHEREAS, an inter-program loan between the Measure M Local Street Projects Program and Rail Program was approved by the Sonoma County Transportation Authority on December 9, 2013; and

WHEREAS, a Final Measure M Budget for Fiscal Year 2015/2016 was prepared by the Executive Director and approved by the Sonoma County Transportation Authority on October 12, 2015; and

WHEREAS, an amended Final Measure M Budget for Fiscal Year 2015/2016 was prepared by the Executive Director and approved by the Sonoma County Transportation Authority on July 11, 2016; and

WHEREAS, the amended Final Measure M Budget for Fiscal Year 2015/2016 approved on July 11, 2016 had insufficient appropriations for interest payments from the Rail Program to the Local Street Projects Program, and

WHEREAS, the amended Final Measure M Budget for Fiscal Year 2015/2016 requires a budgetary adjustment to accurately reflect the interest payment from the Rail Program to the Local Street Projects Program; and

WHEREAS, the adjustment to the amended Final Measure M Budget for Fiscal Year 2015/2016 shall be processed as described in the Budgetary Adjustment Request Form attached hereto and incorporated herein as Attachment A.

NOW, THEREFORE, BE IT RESOLVED, that the amended Final Measure M Budget for Fiscal Year 2014/2015 be adjusted to accurately account for the interest payment from the Rail Program to the Local Street Projects Program.

BE IT FURTHER RESOLVED, that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

Resolution No. 2016-014

Sonoma County Transportation Authority
Santa Rosa, California
September 12, 2016

THE FOREGOING RESOLUTION, was moved by Director , seconded by Director, and approved by the following vote:

| | | | |
|-------------------|-------|--------------------|-------|
| Director Chambers | _____ | Director Mackenzie | _____ |
| Director Coursey | _____ | Director Miller | _____ |
| Director Gallian | _____ | Director Rabbitt | _____ |
| Director Gorin | _____ | Director Russell | _____ |
| Director Gurney | _____ | Director Salmon | _____ |
| Director Landman | _____ | Director Zane | _____ |

Ayes: Noes: Absent: Abstain:

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

**SPECIAL DISTRICTS GOVERNED BY
LOCAL BOARDS - BUDGETARY REVISIONS**

ATTACHMENT A

Resolution No. 2016-014
 Name of District Sonoma County Transportation Authority
 Address of District 490 Mendocino Ave., Suite 206, Santa Rosa, CA
 Telephone No. of District 707 565-5373

| Inc/Dcr | GL BU | FUND | DEPARTMENT ID | ACCOUNT | AMOUNT |
|---------|-------|-------|---------------|------------------------|--------|
| Inc | SC002 | 74661 | 70031100 | 53104 - Interest Other | 4,000 |
| | | | | | |
| | | | | | |
| Totals | | | | | 4,000 |

WHEREAS, THE 2015 to 2016 Budget revised had insufficient appropriations to properly record interest on interfund advances _____ and

WHEREAS, appropriations now are needed to pay interest on advances within Measure M funds. _____, now

THEREFORE, BE IT RESOLVED, the County Auditor be and he is hereby authorized and directed to make the above appropriations within the authorized budget of name of district Sonoma County Transportation Authority - Measure M

The foregoing resolution was introduced by DIRECTOR () TRUSTEE ()

_____, who moved its adoption, seconded by _____, and adopted on roll call by the following vote:

DIRECTORS () TRUSTEES () NAME VOTE

See Attached SCTA resolution 2016-014

AYES: _____ NOES: _____ ABSENT OR NOT VOTING: _____

WHEREUPON, the Chairman declared the forgoing resolution adopted, and

Date _____

SO ORDERED

Attested:
 Signature: _____
 Secretary/Clerk of the Board

Signature: _____
 Chairman

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Budget Summary for All Programs**

Exhibit A

| Sub-Object | Account | Description | Actual FY 13-14 | Budgeted FY 13-14 | Actual FY 14-15 | Budgeted FY 14-15 | Final FY 15-16 |
|---------------|---------|-------------------------------|--------------------|----------------------|--------------------|----------------------|-------------------|
| 1140 | 40301 | Sales/Use Tax Receipts | 20,558,932 | 21,085,522 | 20,891,959 | 21,175,700 | 21,518,718 |
| 1700 | 44002 | Interest on Pooled Cash | 317,874 | 295,619 | 224,501 | 190,843 | 190,079 |
| 1701 | 44003 | Interest Earned | 1 | - | 16,122 | 40,500 | 16,419 |
| 2500 | 42358 | State - Other (Caltrans) | 1,609,958 | 926,000 | 808,599 | 1,433,000 | 561,000 |
| | 42461 | Federal Other Funding | - | - | - | - | - |
| 2901 | 42601 | County | 4,627,608 | 3,897,000 | - | 569,000 | 369,000 |
| 2913 | 42612 | City of Petaluma | 5,147,050 | 4,972,000 | 3,213,778 | 5,517,000 | 1,610,000 |
| 2916 | 42615 | City of Cotati | - | - | - | - | - |
| 3980 | 46200 | Prior Year Revenue | 10,000 | - | 793,912 | - | - |
| 4102 | 46029 | Donations/Reimbursements | 2,505 | - | - | - | 500 |
| 4109 | 46050 | Outdated/Cancelled Warrant | - | - | - | - | - |
| 4210 | 49002 | Advances | - | 2,800,000 | - | 1,700,000 | 500,000 |
| 4219 | 49003 | Advances - Clearing | - | - | - | 670,000 | (500,000) |
| | 47101 | Transfer in within a Fund | - | - | 6,229,993 | 6,231,836 | 21,084 |
| 4680 | 47111 | Bond Proceeds | - | - | 49,265,000 | 48,000,000 | - |
| 4682 | 47112 | Bond-Premium | - | - | 7,225,508 | 6,000,000 | - |
| 4683 | 47113 | Bond-Cost of Issuance | - | - | - | - | - |
| | | Total Revenues | 32,273,929 | 33,976,141 | 88,669,374 | 91,527,879 | 24,286,800 |
| Check balance | | | 32,273,928 | 33,976,141 | 88,669,374 | 91,527,879 | 24,286,800 |
| Variance | | | 0 | - | 0 | - | - |
| 6040 | 51902 | Communication | - | - | - | - | - |
| 6280 | 52091 | Memberships | 5,326 | 2,800 | 4,750 | 5,500 | 5,500 |
| 6300 | 52101 | Misc Expenses | 489 | 1,000 | 1,692 | 1,020 | 1,910 |
| 6400 | 52111 | Office Expense | 135 | 2,000 | - | 2,000 | 2,000 |
| 6410 | 52117 | Postage | - | 2,000 | - | 2,000 | 2,000 |
| 6415 | 52115 | Books/Periodicals | - | 500 | - | 500 | 500 |
| 6430 | 52116 | Printing Services | 4,540 | 13,000 | 651 | 13,000 | 13,000 |
| 6500 | 51249 | SCTA Staff Time | 98,606 | 100,000 | 195,686 | 200,000 | 200,000 |
| 6521 | 51916 | County Services Contract | 15,319 | 15,000 | 16,348 | 16,000 | 17,000 |
| | 51919 | EFS Charges | - | - | - | - | - |
| 6570 | 51226 | Consultants | 2,539,728 | 3,961,000 | 2,277,172 | 3,174,000 | 2,647,000 |
| 6573 | 51201 | Administration Costs | 2,750 | 8,500 | 7,025 | 8,500 | 10,800 |
| 6589 | 51244 | Permits | - | - | - | - | - |
| 6610 | 51211 | Legal Services | 140,502 | 170,000 | 563,189 | 670,000 | 630,000 |
| 6629 | 51207 | Fiscal Accounting | 27,537 | 30,500 | 32,678 | 30,500 | 40,500 |
| 6630 | 51206 | Audit Services | 17,325 | 22,000 | 17,325 | 22,000 | 22,000 |
| 6640 | 53105 | Debt Issuance Costs | - | - | 347,463 | 540,000 | 2,000 |
| 6800 | 51301 | Public/Legal Notices | - | 250 | - | 250 | 250 |
| 6840 | 51421 | Rents/Leases-Buildings | 36,685 | 37,000 | 37,000 | 37,000 | 37,000 |
| 7110 | 52163 | Professional Development | - | 1,500 | 1,262 | 3,000 | 3,000 |
| 7120 | 51225 | Training-In-Service | - | - | - | - | - |
| 7302 | 51602 | Travel Expense | 9,571 | 17,000 | 5,574 | 19,000 | 19,000 |
| 7750 | N/A | Conservation Credits | - | 65,000 | - | 15,000 | 15,000 |
| 7910 | 53101 | LT Debt - Principal Payments | 3,245,000 | 3,245,000 | 8,012,500 | 8,012,500 | 6,105,000 |
| | 53102 | Debt Principal Other | - | - | - | 970,000 | - |
| 7930 | 53103 | LT Debt - Interest Payments | 3,224,613 | 3,224,613 | 3,063,913 | 3,063,913 | 3,039,078 |
| | 53104 | Debt- Interest Other | - | - | 16,122 | 40,500 | 24,000 |
| 8010 | 53501 | Contributions to Other Govts | 47,601,277 | 56,534,231 | 22,790,214 | 43,256,135 | 31,832,925 |
| | 57011 | Transfers out within a Fund | - | - | 6,229,994 | 48,831,836 | 21,084 |
| | 57101 | Other Financing Uses | - | - | 38,954,138 | - | - |
| 9210 | 59002 | Advances | - | 2,800,000 | - | 1,700,000 | 1,500,000 |
| | 59003 | Advances Clearing | - | - | - | - | (1,500,000) |
| | | Total Expenses | 56,969,402 | 70,252,894 | 82,574,695 | 110,634,153 | 44,690,547 |
| Check balance | | | 56,969,402 | 70,252,894 | 82,574,695 | 110,634,153 | 44,690,547 |
| Variance | | | - | - | - | - | - |
| | | Beginning Fund Bal. | 69,683,726 | 69,717,416 | 44,319,709 | 44,319,709 | 50,414,388 |
| | | Revenues | 32,273,929 | 33,976,141 | 88,669,374 | 91,527,879 | 24,286,800 |
| | | Expenses | (56,969,402) | (70,252,894) | (82,574,695) | (110,634,153) | (44,690,547) |
| | | Audit Adjustments | (668,544) | - | - | - | - |
| | | Change in Encumbrances | - | - | - | - | - |
| | | Change in Fund Balance | (25,364,017) | (36,276,753) | 6,094,679 | (19,106,274) | (20,403,746) |
| | | Ending Fund Bal. | 44,319,709 | 33,440,663 | 50,414,388 | 25,213,435 | 30,010,642 |

8/26/2016 3:11 PM

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Passenger Rail (5%)**

Dept ID: 70031100

Index: 793604

Fund 74661

| <u>Subobject</u> | <u>Account</u> | <u>Description</u> | Actual FY 13-14 | Budgeted FY 13-14 | Actual FY 14-15 | Budgeted FY 14-15 | Final FY 15-16 |
|-----------------------|----------------|-------------------------------|----------------------------|------------------------------|----------------------------|------------------------------|---------------------------|
| 1140 | 40301 | Sales/Use Tax | 662,253 | 826,226 | 393,689 | 694,738 | 342,008 |
| 1700 | 44002 | Interest on Pooled Cash | 7,606 | 6,385 | 1,732 | 1,537 | (10,570) |
| 4210 | 49002 | Advances | | 2,800,000 | | | |
| | 49003 | Advances Clearing | | | | | |
| Total Revenue | | | 669,859 | 3,632,611 | 395,421 | 696,275 | 331,438 |
| 6300 | 52101 | Misc Expense | 24 | - | 85 | | 80 |
| 6573 | 51201 | Administration Costs | 313 | 500 | 719 | 500 | 800 |
| 6629 | 51207 | Fiscal Accounting | 375 | 500 | - | 500 | 500 |
| 7910 | 53102 | Debt - Principal Other | | | | 970,000 | |
| 7930 | 53104 | Debt - Interest Other | | | 16,122 | 32,000 | 19,000 |
| 8010 | 53501 | Contributions to Other Govts. | 4,443,311 | 4,443,311 | - | - | - |
| | 59002 | Advances | | | | | 500,000 |
| | 59003 | Advances - Clearing | | | | | (500,000) |
| Total Expenses | | | 4,444,023 | 4,444,311 | 16,925 | 1,003,000 | 20,380 |
| | | Beginning Fund Balance | 1,257,322 | 1,257,322 | (2,492,583) | (2,492,583) | (2,114,087) |
| | | Revenues | 669,859 | 3,632,611 | 395,421 | 696,275 | 331,438 |
| | | Expenses | (4,444,023) | (4,444,311) | (16,925) | (1,003,000) | (20,380) |
| | | Audit Adjustments | 24,260 | - | - | - | - |
| | | Change in Encumbrances | - | - | - | - | - |
| | | Change in Fund Balance | (3,749,904) | (811,700) | 378,496 | (306,725) | 311,058 |
| | | Ending Fund Balance | (2,492,583) | 445,622 | (2,114,087) | (2,799,308) | (1,803,030) |

Staff Report

To: SCTA/RCPA Board of Directors

From: Suzanne Smith, Executive Director

Item: 3.5 – adopt ordinance amending Sonoma County Transportation Authority’s Administrative Code – First Read

Date: September 12, 2016

Issue:

Shall the Board adopt minor amendments to the SCTA Administrative Code adjusting information related to contracts?

Background:

The SCTA Administrative Code was last amended in December 2005. The bulk of the document remains current however language in the contracts section – Article V on page 1-17 – is proposed for updates to the language related to professional services agreements, purchases of goods and other expenditures.

Policy Impacts:

None.

Fiscal Impacts:

None

Staff Recommendation:

Consider adopting SCTA Resolution No. 2016-015 introducing and waiving the reading of an ordinance updating the SCTA Administrative Code.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA,
INTRODUCING, READING THE TITLE OF, AND WAIVING FURTHER READING OF AN
ORDINANCE OF THE SONOMA COUNTY TRANSPORTATION AUTHORITY AMENDING
THE ADMINISTRATIVE CODE**

Whereas, a proposed ordinance amending the Administrative Code of the Sonoma County Transportation Authority has been introduced and the title read;

Now, Therefore, Be It Resolved that further reading of the ordinance is waived.

The Foregoing Resolution was moved by Director _____, seconded by Director _____, and approved by the following vote:

| | | | |
|-------------------|-------|--------------------|-------|
| Director Chambers | _____ | Director Mackenzie | _____ |
| Director Coursey | _____ | Director Miller | _____ |
| Director Gallian | _____ | Director Rabbitt | _____ |
| Director Gorin | _____ | Director Russell | _____ |
| Director Gurney | _____ | Director Salmon | _____ |
| Director Landman | _____ | Director Zane | _____ |

Ayes:

Noes:

Absent:

Abstain:

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

ADMINISTRATIVE CODE

OF THE

SONOMA COUNTY TRANSPORTATION AUTHORITY

Ordinance #

Adopted:

SUMMARY

This ordinance prescribes rules for the proceedings of the Sonoma County Transportation Authority consistent with the laws of the State, as well as the powers and duties of officers and Board members, the method of their election or appointment and compensation and the methods, procedures and systems of operation and management of the Authority.

The Sonoma County Transportation Authority does ordain as follows:

SONOMA COUNTY TRANSPORTATION AUTHORITY

ADMINISTRATIVE CODE

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SONOMA COUNTY TRANSPORTATION AUTHORITY

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SONOMA COUNTY TRANSPORTATION AUTHORITY

ADMINISTRATIVE CODE

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CHAPTER 1

ARTICLE I

TITLE AND AUTHORITY

101.1 Title and Authority. This ordinance is enacted pursuant to the provisions of California Public Utilities Code Section 180105(b) and may be referred to as the "Sonoma County Transportation Authority Administrative Code". This ordinance supersedes Ordinance No. ~~43~~ of the Sonoma County Transportation Authority, adopting an Administrative Code, and prescribes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority.

ARTICLE II

DEFINITIONS

102.1 Definitions.

(a) For purposes hereof, the following words shall have the following meanings:

(1) "Act" means the Local Transportation Authority and Improvement Act, California Public Utilities Code Sections 180000 et seq., added Statutes 1987, Chapter 786, as amended from time to time.

(2) "Administrative Expenses" means the expenses of administration of the Authority including salary and benefits of staff and other costs not chargeable directly to a project and pertaining to the administration of the Authority.

(3) "Annual Budget" means the budget for the Authority as required by Section 180105 of the Act.

(4) "Authority" means the Sonoma County Transportation Authority, created by the Board of Supervisors of Sonoma County by Resolution No. 90-1522 on August 7, 1990.

(5) "Board" means the governing body of the Authority. The Board is the legislative body of the Authority as defined under provisions of Section 54952 of the Brown Act.

(6) "Board of Supervisors" means the Board of Supervisors of the County.

(7) "Bonds" means indebtedness and securities of any kind or class, including but not limited to bonds, refunding bonds, or revenue anticipation notes.

(8) "Brown Act" means the Ralph M. Brown Act, Government Code Sections 54950 et seq., as it may be amended from time to time.

(9) "CAC" means the Citizens Advisory Committee.

(10) "Caltrans" means the California Department of Transportation.

(11) "City" means any incorporated city or town within the County.

- (12) "City Council" means the governing body of an incorporated city or town within the County.
- (13) "Code" means the Sonoma County Transportation Authority Administrative Code.
- (14) "County" means the County of Sonoma.
- (15) "Elected Official" means a duly elected and serving official of the legislative body, as defined in Government Code Section 34000, of any City and any duly elected and serving member of the Board of Supervisors.
- (16) "Executive Director" means the chief operating employee selected by the Board to manage the day-to-day activities of the Authority.
- (17) "Expenditure Plan" means the Expenditure Plan adopted by the Authority pursuant to Section 180206 of the Act, and submitted to and adopted by the voters as part of Measure M on the November 2, 2004 Ballot.
- (18) "Fiscal Year" means July 1 to and including the following June 30.
- (19) "General Counsel" means the attorney(s) acting as general counsel to the Authority.
- (20) "Holiday" means any day observed by the Authority as a holiday, other than a Saturday or Sunday.
- (21) "Local Jurisdiction" means any local agency as defined in Government Code Section 15501, the boundaries of which are entirely within the County, the Metropolitan Transportation Commission and the County.
- (22) "Member" means a person serving as a member of the Board or as an alternate.
- (23) "Metropolitan Transportation Commission" means the regional transportation planning agency authorized by Government Code Sections 66500 et seq.
- (24) "Official Acts" means all substantive actions taken by the Board, excluding matters that are procedural in nature.
- (25) "Ordinance" means Ordinance #2, The 2004 Sonoma County Traffic Relief Act, submitted to and adopted by the voters as Measure M on the November 2, 2004 Ballot.

(26) "Project" means a project and/or a program described in the Expenditure Plan.

(27) "Staff" means employees of the Authority and employees of the County or any City acting as employees of the Authority pursuant to agreement or contract between the Authority and such City or the County.

(28) "TAC" means the Technical Advisory Committee.

(29) "Working Day" means any day other than a Saturday, Sunday or Holiday.

(30) "PAC" means the Planning Advisory Committee.

(31) "CBPAC" means the Countywide Bicycle and Pedestrian Advisory Committee.

(32) "TPCC" means the Transit and Paratransit Coordinating Committee.

ARTICLE III

POWERS, AUTHORITY AND DUTIES OF THE GOVERNING BOARD

103.1 **Powers.** The Board shall exercise all of the powers and authority of the Authority in furtherance of the purposes of the Authority as defined in the Ordinance and the Act. Without limiting the generality of the foregoing, the Board shall have the power to do any of the following on behalf of the Authority:

(a) To administer the Expenditure Plan, to provide for the design, financing and constructing of the Projects, to determine the use of revenue in conformance with the parameters established in the Expenditure Plan; and to prepare an annual report on progress made to achieve the objective of improving transportation conditions and completing the projects in the Expenditure Plan;

(b) To prepare the Comprehensive Transportation Plan (CTP) and update it regularly, in keeping with the Regional Transportation Plan process. The CTP serves as the primary planning document for transportation in Sonoma County and helps fulfill the countywide responsibilities that are similar to those of a congestion management agency;

(c) To make and enter into contracts, in accordance with the specifications set out in Article V hereto;

(d) To contract for the services of auditors, appraisers, engineers, attorneys, planners, financial and investment consultants, and other professionals; and separate and apart there from, to employ an Executive Director and such other persons as it deems necessary. Contracts for professional services will be awarded on the basis of qualifications and competency;

(e) To contract with the County Treasurer and Auditor-Controller to provide services deemed necessary by the Board OR AS REQUIRED BY LAW. The Treasurer will direct the investments of the Authority in accordance with state law and any investment policy developed by the Authority; however, the Board retains the right to direct investments or retain independent professionals to assist in directing and managing investments, in conformance with the requirements and guidelines set out in state law;

(f) To lease, acquire, construct, manage, maintain, and operate any buildings, works or improvements;

(g) To acquire, hold, or dispose of property by any lawful means, including without limitation, gift, purchase, lease, lease purchase or sale, expressly excluding the power of eminent domain;

(h) To incur debts, liabilities or obligations subject to limitations herein set forth, including without limitation the issuance of bonds;

(i) Subject to limitations and requirements imposed pursuant to state law, to receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;

(j) To sue and be sued on behalf of the Authority;

(k) To apply for and appropriate grants under any federal, state, or local program for assistance in developing any of its projects;

(l) To adopt a seal and alter it;

(m) To appoint such officers and employ such employees and assistants as may be appropriate. Employment of staff shall be in accordance with Section 180109(b) of the Public Utilities Code, and the Personnel Policies and Procedures, attached hereto as Exhibit A, except as specifically authorized by the Board;

(n) To exercise those powers authorized in Division 19 (commencing with Section 180000) of the Public Utilities Code, including the power to impose a sales tax and issue bonds after approval of the electorate;

(o) To review and coordinate transit planning throughout the County via the annual Coordinate Claim.

(p) The Board shall serve as an advisory body to local governments within Sonoma County and as a public forum for citizen input on transportation issues;

(q) To appoint agents; and

(r) To administer the Authority in furtherance of all the above.

103.2 Organization.

(a) The Board shall consist of the following:

(1) One Member from each Sonoma County City and Town Council appointed by their respective Councils, each of whom is an Elected Official;

(2) Three Members from the Board of Supervisors, each of whom is an Elected Official.

(b) Each Member from a City or Town Council also shall have a designated alternate appointed by their respective Councils, each of whom is an Elected Official who shall

attend meetings of the Board in the event that the Member is unable to attend. The Board of Supervisors shall designate two designated alternates. It shall be the responsibility of a Member to inform such Member's designated alternate when such Member is unable to attend a meeting of the Board. The name of each designated alternate shall be on file with the Board. An alternate Member shall assume all rights and duties of the absent Member.

(d) If for any reason a Member is no longer an Elected Official, his alternate shall serve in his place until a successor is named and qualified. If no qualified alternate has been appointed, such Member's position shall remain vacant until a successor is named and qualified.

(e) Members shall be appointed annually by the Mayor of each City and by the Chairperson of the Board of Supervisors.

103.3 Principal Office. The principal office of the Authority shall be established by motion of the Board and shall be located within the County. The Board may change said principal office from one location to another within the County.

103.4 Meetings.

(a) Regular Meeting Place. The Board shall meet in the meeting room of the Sonoma County Permit and Resource Management Department, or at such other location as designated by the Executive Director. Notice of meeting shall be posted as required in the Brown Act.

(b) Regular Meeting Date and Time. Regular meetings of the Board shall be held on the second Monday of each month at 3 p.m., unless such day is a holiday, in which case the meeting shall be held on a date specified by the Board.

(c) Agenda. Matters to be placed on the agenda for any regular meeting may be filed with the Executive Director, or his designee, by any Member no later than ten (10) Working Days prior to the date of the meeting. The notice of an agenda for each regular meeting shall be prepared by or under the direction of the Executive Director, who shall cause copies to be mailed and/or delivered to Members and posted at meeting locations and at SCTA's principal office. Each agenda shall provide a public comment period during which members of the public shall be afforded an opportunity to address the Board on items of interest to the public (other than agenda items) that are within the Authority's jurisdiction.

(d) Conduct of Meeting.

(i) All meetings of the Board and any committee considered a legislative body under state law shall be conducted pursuant to Chapter 9 (commencing with section 54950) of the Government Code, commonly known as the Brown Act. Emergency meetings and special meetings shall be called and noticed as provided in the Brown Act. Closed sessions shall not be scheduled or conducted without prior consultation with counsel.

(ii) Any person desiring to address the Board shall first be recognized by the Chairperson. The Chairperson may, in the interest of facilitating the business of the Authority, limit the time that a person may use in addressing the Board.

(iii) When deemed appropriate by the Chairperson of the Board, a meeting may be recessed. "Recess" as used herein means a short intermission in a regular or a special meeting which does not close the meeting.

(e) Adjourned Meetings. Any regular, adjourned regular, special, or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. Less than a quorum of Members present may adjourn to a specific time. If all Members are absent, the Executive Director may adjourn any meeting to a specific time. An "adjourned meeting" is a continuation of the regular or special meeting by action of Members of the Authority or the Executive Director as specified herein.

103.5 Actions of the Authority. The acts of the Authority shall be expressed by motion, resolution, or ordinance.

103.6 Quorum and Voting Requirements for Action by the Board.

(a) A majority of the Members or Alternates present shall constitute a quorum for the purposes of the transaction of business relating to the Authority, and, except as otherwise provided herein, all Official Acts of the Authority shall require the affirmative vote of a majority of the Members of the Authority. In the event that a quorum is initially present at a duly held meeting but a quorum is not present throughout the meeting, the Members remaining may continue conduct business on behalf of the Board provided that at the time any action is approved, the required majority of Members required to approve action is present and provided further that any Member absent during the time testimony or evidence regarding the matter to be voted on was presented to the Board, shall review the tape recording or be otherwise informed as to such evidence or testimony prior to voting on the matter.

(b) If a member of the Authority determines that he or she is disqualified in relation to any pending matter because of a conflict of interest, as soon as practical after the matter is called the member shall advise the Board of said conflict. The Clerk shall record the basis of the conflict in the official records of the Board. The member shall then leave the rostrum and refrain from any participation or discussion with any Member until the Authority has completed its consideration of, and action on, the matter. An alternative Member may be seated and may participate and vote in place of a Member who is absent or disqualified.

(c) In any action for which a roll call vote is requested, the Clerk shall call the roll and each Member shall respond by voice in one of the following ways: (a) "yes"; (b) "no"; or (c) "abstain." An abstention from voting by a Member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

(d) At any regular meeting not held because of a lack of a quorum, the Members present, if less than a quorum of the Board may constitute themselves a "Committee of the Whole," for the purposes of discussing agenda matters or any other matter of interest to the members present. The committee shall automatically cease to exist if a quorum of the Board becomes present at the meeting. No recommendation of the Committee of the Whole shall be enacted unless the action has been considered and adopted by the Board at a properly noticed public meeting.

103.7 Minutes. The Clerk of the Board shall cause to be kept minutes of regular, adjourned regular, and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each Member. If the Clerk has not been appointed or is not present, the Board shall appoint an acting secretary at each meeting to keep official minutes for such meeting, provided that the Board may delegate to the Clerk, if one has been appointed, authority to appoint an acting secretary in his or her absence. Such acting secretary may be a person other than a Member. Minutes shall be approved as the first item of business at each meeting. Approval may be postponed if desired by the Executive Director. If minutes are sent out prior to the meeting, the actual reading of the minutes may be waived. If not sent out, the minutes may be read aloud by the Clerk. In either situation, the Chair shall then ask for any corrections to the minutes. Corrections shall be approved as part of the consent calendar. If there are no corrections, the minutes stand approved. If there is an objection to the minutes or a proposed correction, then approval should be by motion and adopted by a majority of the Directors present. If minutes are corrected or amended, staff shall note the correction in the minutes of the current meeting.

ARTICLE IV

OFFICERS AND DUTIES

104.1 In General.

(a) The Officers of the Authority shall consist of the Chair and a Vice Chair, each of whom shall be a Member, and such other officers as the Board may appoint.

(b) Appointment of Chair and Vice Chair. The Board at its first meeting and annually thereafter, at the first meeting of each calendar year, and at such other time as there may be a vacancy, shall elect a Chair who shall preside at all meetings and a Vice Chair who shall preside in his or her absence. The position of Chair shall be rotated bi-annually and no person shall serve consecutive terms as Chair. At no time should two Members from the Board of Supervisors or two Members from City or Town Councils hold both the Chair and Vice Chair positions.

(c) Appointment of Executive Director and Other Officers. An Executive Director and such other officers as the Board may deem necessary shall be appointed by the affirmative votes of a majority of the Members. The Executive Director provides services to the Authority at the will and pleasure of the Board, which, in its sole discretion, shall retain the power to terminate such services or obtain such services from another source in a manner authorized by this Ordinance.

(d) Removal of Officers and Employees. Officers may be removed by the affirmative vote of a majority of the Members. Matters regarding the discharge of an employee shall be resolved by reference to the personnel policies set forth in the Personnel Policies and Procedures which are attached as Exhibit A to this Code and incorporated herein.

104.2 Duties of Various Officers.

(a) Duties of Chair. The Chair shall, if present, preside at all meetings of the Board, rule on all procedural matters or question not specifically addressed in this Ordinance, and shall exercise and perform such other powers and duties as may from time to time be assigned to him by the Board or prescribed herein. The Chairperson shall be entitled to vote on all matters before the Authority, may participate in discussion relating to any matter, and may make or second any motion without having to relinquish the chair. The Chairperson may, from time to time, appoint such subcommittees or ad hoc committees of the Authority as may be necessary and convenient.

(b) Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair, and shall exercise and perform such other powers and duties as may from time to time be assigned him by the Board.

(c) Chair Pro Tempore. In the event of the absence, or inability to act, of the Chair and Vice Chair, the Members present at any meeting of the Board, by order entered in the minutes, shall select one of their members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

(d) Duties of Executive Director. The Executive Director shall be a full-time officer of the Authority. The powers and duties of the Executive Director are:

(1) To have full charge of the administration of the day-to-day business affairs of the Authority;

(2) To prepare an annual budget for approval by the Board;

(3) To administer the personnel system of the Authority, including hiring (subject to prior budget approval of the Board), controlling, supervising, promoting, transferring, suspending with or without pay or discharging any employee in accordance with the procedures set forth in the Personnel Policies and Procedures which are attached as Exhibit A to this Code and incorporated herein;

(4) To act as the purchasing agent for the Authority with powers to be exercised in the manner governing the exercise of the powers of the purchasing agent of the County;

(5) To implement the decisions of the Board and report to the Board on the status thereof, and to keep the Board advised as to the needs and the status of operations of the Authority;

(6) To see that all rules, regulations, ordinances, policies, procedures and resolutions of the Authority are enforced;

(7) To execute and deliver contracts and agreements on behalf of the Authority following such approvals as may be required hereunder; and to coordinate with persons providing services, supervise and administer Authority contracts in accordance with and subject to the limitations set forth in Article 5 of this Ordinance;

(8) To authorize, approve and make expenditures in accordance with and subject to the limitations set forth in State law and Ordinances adopted by the Board.

(9) To act as Clerk of the Board, and cause to be prepared and distributed the agenda for all Board meetings, and keep minutes and records of the actions of the Board, unless the Executive Director delegates such position and responsibilities to a member of the Authority staff;

(10) To accept and consent to deeds or grants conveying any interest in or easement upon real estate to the Authority pursuant to Government Code Section 27281 and to

prepare and execute certificates of acceptances therefore from time to time as the Executive Director determines to be in furtherance of the purposes of the Authority. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Board.

(11) To act as liaison with organizations and agencies interested in the business of the Authority and with the media.

(12) Unless specifically delegated to an officer appointed by the Executive Director with the approval of the Board, to assume the responsibilities of a Secretary and Treasurer of the Authority. Until such time as the Board appoints a Secretary and/or Treasurer, any reference in this Code to such officer shall be deemed to be a reference to the Executive Director or his appointee.

(13) To undertake such other duties, powers and responsibilities as may from time to time be assigned to him or her by the Board.

104.3 Bonding Requirement. The officers or persons who have charge of, handle or have access to any funds of the Authority shall be so designated and empowered by the Board. Each such officer or person shall be required to file an official bond with the Board in an amount that shall be established by the Board. The premiums on any such bonds attributable to the coverage required herein shall be expenses of the Authority.

104.4 Compensation. Compensation of employees, including the Executive Director, shall be provided for by the Board in accordance with the Personnel Policies and Procedures attached hereto as Exhibit A and incorporated herewith.

104.5 Standing Board Committees. The Board may, as it deems appropriate, appoint Standing Board Committees consisting of three or more Members, to accomplish the purposes set forth herein.

(a) Organization of Standing Board Committees. To the extent possible, Standing Board Committee assignments shall reflect geographical balance. Each such Standing Board Committee shall by majority vote elect a chair at its first meeting who shall serve at the pleasure of the Standing Board Committee. The Standing Board Committees shall establish a schedule of regular meetings; special meetings of Standing Board Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(b) Quorum. A majority of the members of the Standing Board Committee shall constitute a quorum and approval of any action shall require the affirmative vote of a majority of Members present at the meeting and constituting a quorum. In the event that a quorum is initially present at a Standing Board Committee meeting but a quorum is not present throughout the meeting, the members may continue to take action on behalf of the Standing Board Committee provided such action is approved by the number of members otherwise required for such action assuming the presence of a quorum.

(c) Standing Board Committees of the Authority. The following Standing Board Committees are hereby created:

(1) Executive Committee. The Executive Committee shall have two members, in addition to the Chair, Vice-Chair and one alternate. The selection of the Executive Committee shall take place annually, in conjunction with the selection of the Chair and Vice-Chair of the Board. The Board shall individually nominate members of the Executive Committee, and each nominee shall be appointed after receiving a majority vote of the full Board. The purpose of the Executive Committee is to advise the Board and plan Board activities.

(2) Other Committees. The Board may establish such other Standing or other Board Committees, as deemed necessary or advisable from time to time. The Chair, with the concurrence of the Board, may establish such other special, ad hoc, or other Board Committees, as he or she deems necessary or advisable from time to time.

104.6 Advisory Committees. The following committees have been established to assist and advise in the operation of the Authority and the development of Authority policies. An organization chart depicting these committees is attached as Exhibit C. The standing and advisory committees are as follows:

(a) Technical Advisory Committee. The TAC provides advice on technical matters that may come before the Authority. Members also act as the primary technical liaison between the Authority and the implementing agencies. The TAC reviews and comments on project design, scope and schedule; provides recommendations on development of priority transportation improvement lists; reviews and comments on the Strategic Plan of the Authority and amendments and revisions thereto; reviews and comments on the Authority's Comprehensive Transportation Plan and amendments and revisions thereto; and serves in an advisory capacity on any other technical issues the Authority may seek input on.

(1) Membership. The TAC's voting membership shall consist of the following:

(A) The Public Works Directors from each jurisdiction in Sonoma County;

(B) The Planning Directors from each jurisdiction in Sonoma County;

(C) The Transit Managers from each transit agency operating within Sonoma County including: Sonoma County Transit, Santa Rosa CityBus, Petaluma Transit, Healdsburg Transit, Golden Gate Transit and Sonoma Marin Area Rail Transit

(D) Non-voting, ex-officio members shall include regional agencies such as the Metropolitan Transportation Commission, Department of Transportation, Bay Area Air Quality Management District; North Coast Regional Air Quality Management District; and Association of Bay Area Governments

(2) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus on all issues coming before the TAC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(3) Organization. The TAC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the TAC meetings as well as representing the TAC before the Authority and in other venues as necessary.

(4) Subcommittees. The Authority has created a subcommittee of the TAC called the Planning Advisory Committee (PAC) to focus on planning, smart growth issues and related topics. The membership of the PAC will include the Planning Directors and Transit Managers as well as the regional agencies in an ex-officio capacity.

(5) Ad Hoc Committees. The TAC has four ad hoc committees that meet on an as needed basis on specific issues.

- (A) Transit
- (B) Travel Demand Modeling
- (C) Transportation Planning Land Use Strategy (TPLUS)
- (D) Comprehensive Transportation Plan (CTP)

(b) Citizens Advisory Committee. The purpose of the CAC is to provide citizen perspective, participation and involvement in Authority policy development and implementation.

(1) Membership. The SCTA has designated 20 members to serve on the CAC based on 15 different interest groups and 5 geographic areas. The membership list is as follows:

- (A) Central Labor Council
- (B) Farm Bureau
- (C) Home Builders Association
- (D) League of Women Voters
- (E) North Bay Association of Realtors
- (F) Transit & Paratransit Coordinating Committee
- (G) Santa Rosa Chamber of Commerce
- (H) Senior Community Liaison
- (I) Sierra Club
- (J) Sonoma County Alliance
- (K) Sonoma County Conservation Council
- (L) Sonoma County Manufacturers Group
- (M) Sonoma County Taxpayers Association
- (N) Transportation and Land Use Coalition
- (O) United Winegrowers
- (P) 1st District
- (Q) 2nd District

- (R) 3rd District
- (S) 4th District
- (T) 5th District

(2) Terms of Membership. Except as provided below, members shall be appointed by the named interest group and shall remain as that group's representative until such time as a new representative is selected. Geographic area seats are based on the five Supervisor districts and shall be appointed by the Supervisor from that district for two (2) year terms.

(A) There shall be no limit on the number of consecutive terms that a member may serve.

(B) The SCTA shall be notified via letter of the official appointment or replacement of a CAC member by the president or chair of the organization represented.

(C) Letters of interest for each geographic area seat will be accepted every two years effective January 1, 2006. Those letters received will be forwarded to the Supervisor that represents that district and a selection made by the Supervisor in that district.

(3) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus on all issues coming before the CAC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(4) Organization. The CAC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the CAC meetings as well as representing the CAC before the Authority and in other venues as necessary.

(5) New Membership. The SCTA may consider adding representatives to the CAC. The process for this would require a letter of interest from the particular group and unanimous agreement on the part of the SCTA Board.

(c) Countywide Bicycle and Pedestrian Advisory Committee. The purpose of the CBPAC is to provide technical information related to bicycle and pedestrian planning, policy and funding to the Authority and to meet the requirements of the Transportation Development Act (TDA), including any compliance with Article 3 of TDA.

(1) Membership. The SCTA has designated up to twenty (20) members to serve on the CBPAC based on the 10 jurisdictions within Sonoma County. Each jurisdiction provides a staff person and, when available, a designated citizen representative. Regional agencies are considered ex-officio, non-voting members.

(2) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus

on all issues coming before the CBPAC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(3) Organization. The CBPAC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the CBPAC meetings as well as representing the CBPAC before the Authority and in other venues as necessary.

(d) Transit and Paratransit Coordinating Committee. The purpose of the TPCC is to provide technical information related to transit and paratransit planning, policy and funding to the Authority.

(1) Membership. State statute defines membership on the TPCC as follows:

- (A) One potential transit user of 60 years of age or over;
- (B) One representative of potential users who is disabled;
- (C) Two members representing local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
- (D) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- (E) One member representing each fixed route public transit and paratransit operator within the county;
- (F) One representative of a local social service provider for persons of limited means;
- (G) One member representing each jurisdiction in Sonoma County;
- (H) Additional members at the discretion of the (SCTA);
- (I) Alternates in each category may be appointed.

(2) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus on all issues coming before the TPCC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(3) Organization. The TPCC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the TPCC meetings as well as representing the TPCC before the Authority and in other venues as necessary.

ARTICLE V

CONTRACTS

105.1 In General. The Authority may enter into contracts of any nature whatsoever, including, but not limited to, contracts to indemnify and hold harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of its powers. The Authority may contract with any public agency or with any entity, public or private, or person upon such terms and conditions as the Board finds are in the best interests of the Authority.

105.2 Contract Bids, Rejection of Bids and Purchase in Open Market. Pursuant to Section 180154 and subject to Section 180153 of the Act, contracts for the purchase of services, supplies, equipment and materials in excess of ten thousand dollars (\$10,000) shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the Authority. If, after rejecting bids received, the Authority finds, determines and declares that the service, supplies, equipment or materials may be purchased at a lower price in the open market, the Authority may proceed to purchase these services, supplies, equipment or materials in the open market without further observance of provisions regarding contracts, bids or advertisements consistent with the contract procedures adopted by the Authority. It is the intent of the Authority that the dollar limitation set forth above be automatically amended to adopt the dollar limitation set forth in section 180154 should that section be amended by the Legislature.

105.3 Professional Services Agreements. Where practicable, the Authority shall employ a competitive process before entering into a professional services agreement. Following such process, contracts for professional services will be awarded on the basis of qualifications and competency. The Executive Director may approve professional service contracts in a total amount less than \$1050,000, which does not exceed the line item in the Authority's budget. With the approval of the Chair, the Executive Director may authorize change orders to contracts so long as the changes will not substantially affect the costs associated with the contract.

105.4 Personal Property Purchases. The Executive Director may elect to use the Purchasing Agent of the County to purchase services, supplies, equipment, materials and other personal property for the Authority or may elect for the Authority to purchase such items directly, with the Executive Director exercising the powers of Purchasing Agent. The Executive Director shall have the ability to approve contracts not exceeding \$250,000 for budgeted services, supplies, equipment, materials and other personal property ~~budgeted major equipment~~ purchases.

105.5 Other Expenditures. For all expenditures other than those listed in Sections 105.3 and 105.4 of this Code ~~than professional services~~, the Executive Director may authorize expenditures up to \$500 per month, per vendor, which do not exceed the line item in the Authority's budget. The Executive Director may establish a petty cash fund in an amount not to exceed \$200. This fund may be used only for minor incidental or emergency expenditures.

105.6 Contract Payments. After the Board has approved a contract and the Chair has signed the contract, the Executive Director may approve progress payments to the Contractor. While Authority funds are under the management of the Sonoma County Auditor, the Executive Director may be expend funds through a claim for which the Auditor will issue a warrant.

105.7 Agreements with Other Public Agencies and Procedures for Award of Cooperative Agreements. The Board may make and perform any agreement to join with any other agency, district, authority, city or county, in the planning, designing, financing, acquisition and construction of projects. The Authority may agree to provide services to or obtain services from such other agencies, districts, authorities, cities or counties upon the approval of a majority of the members of the Board, pursuant to a written agreement.

ARTICLE VI

BUDGETS, REPORTS, INVESTMENTS AND DISBURSEMENTS

106.1 Annual Budget, Notice, Hearing and Adoption. Each year no later than the Authority's May meeting, the Board shall adopt by motion the Preliminary Annual Budget(s) for the ensuing fiscal year. Each year no later than the Authority's October meeting, the Board shall adopt by motion the Final Annual Budget for that fiscal year. Approval of two-thirds of the Members shall be required for adoption of the Annual Budget and any amendments thereto. In accordance with Section 180108 of the Act, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing.

106.2 Project Budgets. In addition to the Annual Budget, the Board may, by motion, establish Project budgets at any time for the study, implementation or construction of any Project or any portion thereof authorized as a Project pursuant to the Expenditure Plan and Ordinance. Each Project budget shall include all Project costs specifically defined, including but not limited to the following:

- (a) Estimated administrative expenses (in excess of those budgeted in the Annual Budget) allocated to the Project during planning and construction;
- (b) Estimated costs of studies and planning for the Project;
- (c) Estimated costs of right of way acquisition; and
- (d) Estimated costs of the engineering and construction of the Project.

106.3 Purchases and Payment Procedures. Purchases and payment procedures shall be governed by Article V of this Administrative Code.

106.4 Books and Accounts. Full books and accounts shall be maintained by the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities.

106.5 Expenditures. The Board's approval of an Annual Budget shall be deemed approval of any expenditure made in accordance with the approved budget. All expenditures in excess of the designations and limitations of the approved Annual Budget shall be made only upon the approval of not less than a majority of the Members after notice given in accordance with the provisions of Section 180108 of the Act for approval of the Annual Budget.

106.6 Reimbursement of Expenses. Expenditures for travel, conference, staff development and business-related activities and reimbursement of Board Members and Authority

employees for such expenditures shall be approved by the Executive Director within budgetary authority, in accordance with state law and any procedures established by this Board.

106.7 Reports and Audits. The Executive Director or his or her designee shall cause to be prepared an annual audit report by an independent auditor, and shall submit the annual audit report required by Section 180105 of the Act, and any other financial reports requested by the Board. The Committee shall review the reports and submit them to the Board for approval.

106.8 Investment of Funds. All funds of the Authority will be invested in the manner and upon the conditions set forth in Government Code Section 53601, and in accordance with any investment policy adopted by this Board. The receipt, transfer or disbursement of such funds during the term of the Agreement shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds, and all revenues and expenditures shall be reported at least quarterly to the Board.

ARTICLE VII

CONFLICTS OF INTEREST

107.1 Adoption of Conflict of Interest Code. The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires all public agencies to adopt and periodically review and update a Conflict of Interest Code. The current Conflict of Interest Code of the Sonoma County Transportation Authority is attached as Exhibit B to this Code, and, subject to periodic amendment, review, and approval by the Board of Supervisors pursuant to Government Code Sections 82011 and 87306.5, constitutes the Conflict of Interest Code for the Authority.

107.2 Acceptance of Contributions. Members are reminded that they are subject to the provisions of Government Code section 84308, which currently provides:

§ 84308. Contributions prohibited from persons with pending applications for licenses, permits or other entitlements; amount; disclosure by all parties; construction

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in > Section 82003 except that it does not include the courts or any agency in the judicial branch of government, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

ARTICLE VIII

ALLOCATION OF RELEASED FUNDS; ALLOCATION OF EXCESS FUNDS; TERMINATION AND DISPOSITION OF ASSETS

108.1 Allocation of Released and Excess Funds. Released and excess funds shall be allocated in the manner provided for in the Expenditure Plan.

108.2 Termination. Upon expiration of the retail transaction and use tax approved by the electors, the Authority shall continue to exist for the purposes of completion of any projects and the performance of its functions as the transportation authority, the payment of debt service with respect to Bonds which have been issued and satisfaction of other covenants contained in the resolution and trust indenture relating to said Bonds, reimbursement owed to financial institutions which have secured said Bonds or other parties advancing funds to the Authority and satisfaction of other covenants contained in reimbursement agreements with such financial institutions, disposing of all claims, distribution of assets and all other functions necessary to conclude the affairs of the Authority.

108.3 Distribution of Property and Funds. In the event of the termination of the Authority, any property interest or funds remaining in the Authority following the discharge of all obligations shall be disposed of, as the Board shall determine.

ARTICLE IX

MISCELLANEOUS

109.1 Authority Retained by Board. This Administrative Code is intended to provide a procedural framework within which the Board can operate. Although it is intended that the provisions of this Administrative Code be complied with fully in all respects, decisions of the Board taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in their effect because of a claim that the procedure followed in relation to any such decision was not in accord with the technical or literal meaning of the provisions of this Code.

109.2 Partial Invalidity. If any one or more of the terms, provisions or sections hereof shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions and sections shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law. The Board hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases might be declared unconstitutional or invalid.

109.3 Interpretation of Sections Based On Provisions From Other Statutes, Applicable Ordinances or Codes. Sections of this Code which are based upon or which paraphrase provisions of other statutes, ordinances or codes have been included herein for reference purposes only. In the event of conflict between the provision of any such statute, ordinance or code and this Code, or in the event of amendment of such statute, ordinance, or code, the provision of the statute, ordinance or code shall control, and no section of this Code shall be interpreted to change, modify, or disregard any such statute, ordinance or code.

109.4 Policies and Procedures. The Personnel Policies and Procedures attached hereto as Exhibit A to this Code, unless otherwise expressly provided, constitute a part of this Code and have the same force and effect as Chapter 1 of this Code and shall be adopted and modified by action of the Board in the manner set forth in section 109.5 below. To the extent that there is an inconsistency between a provision of this Code and the provision of any policy or procedure, the provision of this Code prevails.

109.5 Adoption and Amendment. This Code has been adopted, and, except as otherwise expressly provided herein or in the Act, the Ordinance or the Expenditure Plan, may be amended by a vote of a majority of the Members in the manner provided for adoption of any ordinance of the Authority. This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and this Ordinance or a summary thereof shall be published once before the expiration of fifteen (15) days after its adoption with the names of the Authority Members voting for and against same in the Press Democrat, a newspaper of general circulation published in the County of Sonoma.

This Ordinance was introduced and the title thereof read at the regular meeting of the Sonoma County Transportation Authority on September 12, 2016, and further reading of the ordinance was waived.

On a motion by _____, seconded by _____, the foregoing ordinance was passed and enacted by the Sonoma County Transportation Authority on September 12, 2016, on regular roll call of the members of the Authority by the following vote:

| | | | |
|--------------------|-------|------------------|-------|
| Director Rabbitt | _____ | Director Coursey | _____ |
| Director Russell | _____ | Director Gurney | _____ |
| Director Landman | _____ | Director Gallian | _____ |
| Director Chambers | _____ | Director Gorin | _____ |
| Director Miller | _____ | Director Zane | _____ |
| Director Mackenzie | _____ | Director Salmon | _____ |

SO ORDERED.

ATTEST:

Clerk of the Sonoma County Transportation Authority

- Exhibit A – SCTA Personnel Policies and Procedures
- Exhibit B – Conflict of Interest Code
- Exhibit C – Advisory Committees Organization Chart

Staff Report

To: Sonoma County Transportation Authority
From: Seana L. S. Gause, Senior – Programming and Projects
Item: 3.6 – Measure M Appropriation Request for City of Cotati
Date: September 12, 2016

Issue:

Shall the Board approve an appropriation to the City of Cotati under the 101 Program of Measure M in the amount of \$50,000 for Landscaping Improvements within the 101 Corridor?

Background:

The SCTA adopted the *2014 Measure M Strategic Plan*, which sets forth the SCTA’s program and project implementation policies with regard to the use of funds provided under Measure M. Pursuant to the Strategic Plan and the associated cooperative funding agreements, each project sponsor must submit an appropriation request (attached) to initiate spending of Measure M funding for the fiscal year in which the funds are programmed. SCTA has received a request dated August 4, 2016 from the City of Cotati requesting an appropriation for Central Landscaping Project. The appropriation request is for \$50,000.

| Coop Funding Agreement # | Jurisdiction | Category | Description | Phase | Appropriation Amount |
|--------------------------|--------------|----------|---------------------|--------------|----------------------|
| M41402 | Cotati | 101 | Central Landscaping | Construction | \$50,000 |
| TOTAL | | | | | \$50,000 |

Policy Impacts:

None. The appropriation is within the established policies outlined in the Measure M Strategic Plan Chapter 4, Policy 7.

Fiscal Impacts:

None. Consistent with the Strategic Plan, Measure M funds in the amount of \$50,000 will be made available to the City of Cotati to construct a portion the Central Landscaping Project. Appropriation of these funds is consistent with the funding availability defined in the Measure M Cash Flow Model.

Staff Recommendation:

Staff recommends that the Board adopt Resolution 2016-016, thus approving the appropriation request.

Resolution No. 2016-016
Cooperative Agreement Number: M41402
Project Sponsor: City of Cotati
Amount: \$50,000
September 12, 2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF
CALIFORNIA, APPROPRIATING MEASURE M FUNDS TO THE CITY OF
COTATI IN ACCORDANCE WITH COOPERATIVE FUNDING AGREEMENT
NO. M41402**

WHEREAS, the 2004 Sonoma County Traffic Relief Act Expenditure Plan (hereinafter “Expenditure Plan”) includes \$188,000,000 in 2004 dollars, for the Highway 101 funding category; and

WHEREAS, the Sonoma County Transportation Authority (hereinafter “Authority”) and the City of Cotati (hereinafter “CITY”) have entered into Cooperative Funding Agreement No. M41402 (hereinafter “Cooperative Agreement”) regarding the Central Landscaping Project (hereinafter “Project”) within the Highway 101 Projects Program; and

WHEREAS, CITY has submitted a Request for Appropriation of Funds dated August 4, 2016 in connection with the Project pursuant to the above referenced Cooperative Agreement; and

WHEREAS, funds are included in the Authority’s Strategic Plan and annual budget for such projects.

NOW, THEREFORE, BE IT RESOLVED that the Authority finds the Request for Appropriation of funds consistent with the Expenditure Plan, the Strategic Plan, and the Cooperative Agreement; and

BE IT FURTHER RESOLVED, that the Authority appropriates \$50,000 to CITY pursuant to the Cooperative Agreement to be used for the purposes set forth in Attachment A attached hereto; and

BE IT FURTHER RESOLVED, that funds will be disbursed to CITY in accordance with the provisions of the Cooperative Agreement but shall not exceed on an annual basis, the amounts programmed by fiscal year, as shown in the Program of Projects in the 2014 Strategic Plan, as such plan may be amended from time to time; and

BE IT FURTHER RESOLVED, that the funds appropriated by the Authority under the Cooperative Agreement are hereby reflected in Attachment B; and

BE IT FURTHER RESOLVED, that this appropriation shall expire three years from the date of this Resolution.

ATTACHMENT A
Use of Appropriated Funds

SONOMA COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 2016-016

Date: September 12, 2016

Amount of Funds: \$50,000

Appropriated to: City of Cotati

Program Category: Highway 101 Program

Specific Project: Central Landscaping Project

Appropriated For: Construction (\$50,000)

Scope of Work: As part of the "US 101 Central A" project, Caltrans installed tree wells, a median island, and associated irrigation and control wire sleeves for the City of Cotati to landscape and maintain at the State Route 101 interchange at Highway 116. A portion of the Central Landscaping Project will install irrigation lines in existing sleeves, install irrigation control systems (wires and controllers), and plant trees in the existing tree wells, and install other landscaping in the median island.

Other Conditions: None

Staff Comments: This is the first and only appropriation; for construction of the Central Landscaping project.

ATTACHMENT B

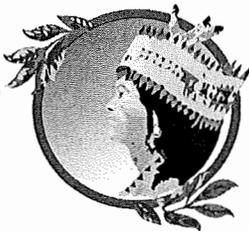
Chronological Listing of Fund Appropriation Resolutions

COOPERATIVE FUNDING AGREEMENT NO. M41402

Between the Sonoma County Transportation Authority

and the City of Cotati

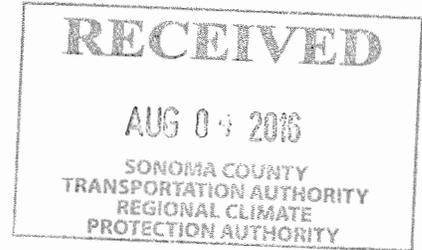
| Project Number | Resolution Number | Date | Funds Appropriated | Cumulative Total |
|--------------------------|--------------------------|--------------------|---------------------------|-------------------------|
| M41402 | 2016-016 | September 12, 2016 | \$50,000 | \$50,000 |
| TOTAL FUNDS APPROPRIATED | | | | \$50,000 |



CITY OF COTATI

August 2, 2016

SCTA Chair
 Sonoma County Transportation Authority
 490 Mendocino Avenue, Suite 206
 Santa Rosa, CA 95401



FUNDING APPROPRIATION REQUEST
PROJECT NAME Central Landscaping Project
AGREEMENT NO. 4M41402

Dear SCTA Chair:

The City of Cotati hereby requests that the Sonoma County Transportation Authority (SCTA) take action to appropriate funds at its next Board meeting for the Central Landscaping Project.

The City has entered into a cooperative funding agreement with the SCTA (Cooperative Agreement No. M41402 and is ready to begin work on the Construction Capital phase of the project. Below is the specific appropriation request information.

| | |
|--|---|
| Project Name & Description: | <i>Central Landscaping Project for landscaping and tree planting in median on Hwy 116</i> |
| Project Category: | <i>Hwy 116 Landscape Project.</i> |
| Phase Development Phase of this Appropriation: | <i>Under Construction</i> |
| Amount of Measure M Appropriate Request: | <i>\$50,000.00</i> |
| Amount of Local Funding Match: | <i>\$11,721.00</i> |
| Sources of Local Funding Match: | <i>City of Cotati's FY 15/16 Budget</i> |
| Total Project Cost: | <i>\$61,721.00</i> |

The current schedule for the Central Landscaping Project is as follows:

| Project Development Phase | Begin | Complete |
|---------------------------|---------|----------|
| Scoping | 1/1/14 | 4/11/16 |
| Environmental | date | date |
| Right of Way | 3/3/16 | 3/3/16 |
| PS&E | 1/1/16 | 2/11/16 |
| Construction | 5/10/16 | 6/21/16 |

Thank you for your consideration.
 Sincerely,



Craig Scott
 Public Works Director/City Engineer

cc: Hwy 116 Landscape Project File

Staff Report

To: Regional Climate Protection Authority
From: Lauren Casey, Director of Climate Programs
Item: 3.7 – RCPA – FY 15/16 Budget Adjustment, GRIP Project Costs
Date: September 12, 2016

Issue:

Shall the RCPA adopt Resolution No. 2016-004 approving the FY15/16 budget adjustments necessary for the higher costs and revenue associated with the Greenhouse Gas Reduction Implementation Program (GRIP)?

Background:

The RCPA Budget for FY15/16 included costs associated with the RCPA's role in the Greenhouse Gas Reduction Implementation Program (GRIP). The GRIP was a grant funded effort to develop the *Climate Action 2020 and Beyond* Plan in partnership with the ten local jurisdictions of Sonoma. The RCPA role included project management, planning support, and community engagement.

At the beginning of FY15/16 there was \$79,000 of budget remaining for RCPA elements of the GRIP scope of work. During the year, the Staff Working Group (comprised of planning staff in each jurisdiction) decided to reallocate funding to the RCPA to lead aspects of the project to which they could not allocate sufficient time, including: editing, measure research and refinement, data review, and public outreach. The result of the reallocation was that RCPA costs increased, but that each of these increases were offset by an amount reimbursed by the GRIP grant from the Strategic Growth Council.

The requested action is more of an administrative formality. It brings the RCPA into compliance with our accounting and budgeting practices. The Board has already granted full authority for the transactions that have occurred through RCPA agreements to implement the GRIP. This action will make sure that it is accurately reported and budget revision requirements were met.

The Budgetary Adjustment Request Forms and adjusted budget are attached.

Policy Impacts:

None

Fiscal Impacts:

None.

Staff Recommendation:

Staff recommends that the Board adopt Resolution No. 2016-004 approving the budget adjustments necessary for the RCPA financials to reflect increased expenditures on staff, consultants, and public engagement, and authorize the Executive Director to sign the budget adjustment forms.

Resolution No. 2016-004

Regional Climate Protection Authority
Santa Rosa, California
September 12, 2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA, ADOPTING AN ADJUSTMENT TO THE FINAL RCPA BUDGET FOR FISCAL YEAR 2015/2016 RELATED TO THE GREENHOUSE GAS REDUCTION IMPLEMENTATION PROGRAM (GRIP) FUNDS

WHEREAS, a Final RCPA Budget for Fiscal Year 2015/2016 was prepared by the Executive Director and approved by the Sonoma County Regional Climate Protection Authority on October 12, 2015; and

WHEREAS, the Final RCPA Budget for Fiscal Year 2015/2016 approved on October 12, 2015 had insufficient appropriations to properly record an expanded role for the RCPA in implementing the Greenhouse Gas Reduction Implementation Program (GRIP) that enabled the creation of the *Climate Action 2020 and Beyond* Regional Climate Action Plan, and

WHEREAS, the Final RCPA Budget for Fiscal Year 2015/2016 approved on October 12, 2015 had insufficient appropriations to properly reimburse staff time, professional consultants, and special departmental expenses related to community outreach, and

WHEREAS, the Final RCPA Budget for Fiscal Year 2015/2016 requires a budgetary adjustment to accurately reflect the increase in personnel costs, consultant, and special departmental transactions, and the increase in offsetting grant revenue to fund these transactions; and

WHEREAS, the adjustment to the Final RCPA Budget for Fiscal Year 2015/2016 shall be processed as described in the Budgetary Adjustment Request Form attached hereto and incorporated herein as Attachment A.

NOW, THEREFORE, BE IT RESOLVED, that the Final RCPA Budget for Fiscal Year 2015/2016 be adjusted to accurately account for increase in GRIP grant revenue and associated expenses.

BE IT FURTHER RESOLVED, that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

Resolution No. 2016-004

Regional Climate Protection Authority
Santa Rosa, California
September 12, 2016

THE FOREGOING RESOLUTION, was moved by Director , seconded by Director , and approved by the following vote:

| | | | |
|-------------------|-------|--------------------|-------|
| Director Chambers | _____ | Director Mackenzie | _____ |
| Director Coursey | _____ | Director Miller | _____ |
| Director Gallian | _____ | Director Rabbitt | _____ |
| Director Gorin | _____ | Director Russell | _____ |
| Director Gurney | _____ | Director Salmon | _____ |
| Director Landman | _____ | Director Zane | _____ |

Ayes: Noes: Absent: Abstain:

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Regional Climate Protection Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Regional Climate Protection Authority

**SPECIAL DISTRICTS GOVERNED BY
LOCAL BOARDS - BUDGETARY REVISIONS**

Resolution No. 2016-04
 Name of District Regional Climate Protection Authority
 Address of District 490 Mendocino Ave., Suite 206, Santa Rosa, CA
 Telephone No. of District 707 565-5373

| Inc/Dcr | GL BU | FUND | DEPARTMENT ID | ACCOUNT | AMOUNT |
|---------|-------|-------|---------------|-------------------------------------|---------|
| Inc | SC002 | 74601 | 66100100 | 51226 - Consulting Services | 88,040 |
| Inc | SC002 | 74601 | 66100100 | 52162 - Special Dept. Expense | 4,200 |
| Inc | SC002 | 74601 | 66100100 | 51249 - Other Professional Services | 61,960 |
| | | | | | |
| | | | | | |
| Totals | | | | | 154,200 |

WHEREAS, THE 2015 to 2016 Budget revised had insufficient appropriations to record increased reimbursable expenditures under the Climate Action 2020 and Beyond (CA 2020) program. _____ and

WHEREAS, appropriations now are needed to record reimbursable costs incurred on the CA 2020 program. _____, now

THEREFORE, BE IT RESOLVED, the County Auditor be and he is hereby authorized and directed to make the above appropriations within the authorized budget of name of district Sonoma County Transportation Authority - Regional Climate Protection Authority
 The foregoing resolution was introduced by DIRECTOR ()
 who moved its adoption, seconded by DIRECTOR (), and adopted on roll call by the following vote:

DIRECTORS ()

| NAME | VOTE |
|---------------------------------------|------|
| See attached RCPA Resolution 2016-004 | |
| _____ | |
| _____ | |
| _____ | |

AYES: _____ NOES: _____ ABSENT OR NOT VOTING: _____

WHEREUPON, the Chairman declared the forgoing resolution adopted, and

Date _____

SO ORDERED

Attested:
 Signature: _____
 Secretary/Clerk of the Board

Signature: _____
 Chairman

Exhibit A

**Sonoma County Regional Climate Protection Authority
FY 2015-2016 FINAL BUDGET
Budget Fund #74601**

| Fund 74601 Dept ID: 66100100 | Actual 2013-14 | Final 2013-14 | Actual 2014-15 | Final 2014-15 | Final 2015-16 | Amount of Change | Percent Change |
|-----------------------------------|-------------------|------------------|-------------------|------------------|------------------|---------------------|-------------------|
| Revenues | | | | | | | |
| State Grants (Shift, CA2020) | 58,152 | 62,000 | 133,133 | 92,000 | 233,200 | 141,200 | 153.48% |
| Local Contributions | 165,501 | 165,500 | 175,500 | 175,500 | 213,965 | 38,465 | 21.92% |
| Other Governments (ABAG) | 585,788 | 708,400 | 392,798 | 471,530 | 477,000 | 5,470 | 1.16% |
| Interest | 749 | 500 | 1,072 | 900 | 1,000 | 100 | 11.11% |
| Unrealized Gains & Losses | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Outdate / Cancel Warrant | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Revenue Applic to PY | (398) | 0 | (386) | 0 | 0 | 0 | N/A |
| TOTAL REVENUES | 809,792 | 936,400 | 702,164 | 739,930 | 925,165 | 185,235 | 25% |
| Expenditures | | | | | | | |
| Outside Contracts/Services | | | | | | | |
| Annual Audit | 7,700 | 14,700 | 7,700 | 7,700 | 8,000 | 300 | 3.90% |
| Fiscal Accounting Services | 4,500 | 7,500 | 6,014 | 4,500 | 6,000 | 1,500 | 33.33% |
| Legal Services | 6,554 | 15,000 | 17,443 | 15,000 | 100,000 | 85,000 | 566.67% |
| RCPA Staff Time | 270,118 | 297,500 | 268,449 | 282,700 | 305,260 | 22,560 | 7.98% |
| County Services | 12,923 | 7,000 | 8,446 | 13,000 | 16,500 | 3,500 | 26.92% |
| Contract/Consultant Services | 440,276 | 503,000 | 289,785 | 473,900 | 403,040 | (70,860) | -14.95% |
| SUBTOTAL | 742,071 | 844,700 | 597,837 | 796,800 | 838,800 | 42,000 | 5% |
| Operational Expenditures | | | | | | | |
| Liability Insurance | 4,469 | 4,500 | 4,457 | 4,916 | 5,000 | 84 | 1.70% |
| Printing Services | 537 | 4,000 | 2,297 | 5,000 | 10,500 | 5,500 | 110.00% |
| Rents/Leases-Bldgs/Imp | 5,930 | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 0.00% |
| Travel | 4,091 | 10,000 | 8,190 | 5,000 | 20,000 | 15,000 | 300.00% |
| ISD Improvements | 0 | 1,200 | 2,547 | 0 | 0 | 0 | N/A |
| DP - Supplemental Services | 1,071 | 0 | 0 | 0 | 0 | 0 | N/A |
| Memberships | 2,560 | 5,000 | 2,560 | 5,000 | 7,500 | 2,500 | 50.00% |
| Office Supplies | 286 | 2,000 | 171 | 2,000 | 3,000 | 1,000 | 50.00% |
| Postage | 366 | 2,000 | 0 | 1,000 | 1,000 | 0 | 0.00% |
| Sponsorships/Public Outreach | 33,300 | 38,400 | 6,135 | 15,000 | 19,200 | 4,200 | 28.00% |
| Professional Development | 0 | 2,000 | 0 | 0 | 4,000 | 4,000 | N/A |
| Contrib Non-Co Government | 0 | 15,000 | 0 | 10,000 | 0 | (10,000) | -100.00% |
| SUBTOTAL | 52,610 | 90,100 | 32,357 | 53,916 | 76,200 | 22,284 | 41.33% |
| TOTAL EXPENDITURES | 794,681 | 934,800 | 630,194 | 850,716 | 915,000 | 64,284 | 46.60% |
| Starting Fund Balance | 127,837 | 127,837 | 142,947 | 142,947 | 214,918 | 0 | 0 |
| Total Revenue | 809,792 | 936,400 | 702,164 | 739,930 | 925,165 | (185,235) | -25.03% |
| Total Expenditures | (794,681) | (934,800) | (630,194) | (850,716) | (915,000) | 64,284 | -7.56% |
| Audit Adjustments | 0 | 0 | 0 | 0 | 0 | | |
| Change in Fund Balance | 15,111 | 1,600 | 71,970 | (110,786) | 10,165 | (120,951) | |
| ENDING FUND BALANCE | 142,947 | 129,437 | 214,918 | 32,161 | 225,083 | | |

Staff Report

To: SCTA/RCPA Board of Directors

From: Suzanne Smith, Executive Director

Item: 3.8 – adopt ordinance amending Sonoma County Regional Climate Protection Authority’s Administrative Code – First Read

Date: September 12, 2016

Issue:

Shall the Board adopt minor amendments to the RCPA Administrative Code adjusting information related to personnel and contracts?

Background:

The RCPA Administrative Code was last amended in January 2010. The bulk of the document remains current; however, language related to personnel policies and contracts is proposed for update.

Policy Impacts:

None.

Fiscal Impacts:

None

Staff Recommendation:

Consider adopting RCPA Resolution No. 2016-005 introducing and waiving the reading of an ordinance updating the RCPA Administrative Code.

Resolution No. 2016-005

Sonoma County Regional Climate Protection
Authority
Santa Rosa, California
September 12, 2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY, COUNTY OF SONOMA, STATE OF CALIFORNIA, INTRODUCING, READING THE TITLE OF, AND WAIVING FURTHER READING OF AN ORDINANCE OF THE SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY AMENDING THE ADMINISTRATIVE CODE

Whereas, a proposed ordinance amending the Administrative Code of the Sonoma County Regional Climate Protection Authority has been introduced and the title read;

Now, Therefore, Be It Resolved that further reading of the ordinance is waived.

The Foregoing Resolution was moved by Director _____, seconded by Director _____, and approved by the following vote:

| | | | |
|-------------------|-------|--------------------|-------|
| Director Chambers | _____ | Director Mackenzie | _____ |
| Director Coursey | _____ | Director Miller | _____ |
| Director Gallian | _____ | Director Rabbitt | _____ |
| Director Gorin | _____ | Director Russell | _____ |
| Director Gurney | _____ | Director Salmon | _____ |
| Director Landman | _____ | Director Zane | _____ |

Ayes: Noes: Absent: Abstain:

SO ORDERED

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Regional Climate Protection Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

ADMINISTRATIVE CODE

OF THE

SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY

Ordinance #

Adopted:

SUMMARY

This ordinance prescribes rules for the proceedings of the Sonoma County Regional Climate Protection Authority consistent with the laws of the State, as well as the powers and duties of officers and Board members, the method of their election or appointment and compensation and the methods, procedures and systems of operation and management of the Authority.

The Sonoma County Regional Climate Protection Authority does ordain as follows:

SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY

ADMINISTRATIVE CODE

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SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY

ADMINISTRATIVE CODE

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CHAPTER 1

ARTICLE I

TITLE AND AUTHORITY

101.1 Title and Authority. This ordinance is enacted pursuant to the provisions of California Public Utilities Code Section 181009(b) and may be referred to as the "Sonoma County Regional Climate Protection Authority Administrative Code". This ordinance supersedes Ordinance No.1 of the Sonoma County Regional Climate Protection Authority, adopting an Administrative Code, and prescribes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority.

ARTICLE II

DEFINITIONS

102.1 Definitions.

(a) For purposes hereof, the following words shall have the following meanings:

(1) "AB 32" means the California Global Warming Solutions Act of 2006, Chapter 488 of the Statutes of 2006.

(2) "Act" means the Division 19.1 of the California Public Utilities Code Sections 181000 et seq., added by Statutes 2009, Chapter 375, as amended from time to time.

(3) "Administrative Expenses" means the expenses of administration of the Authority including salary and benefits of staff and other costs not chargeable directly to a project and pertaining to the administration of the Authority.

(4) "Annual Budget" means the budget for the Authority as required by Section 181009(a) of the Act.

(5) "Authority" means the Sonoma County Regional Climate Protection Authority, created by California Public Utilities Code Section 181000 et seq.

(6) "Board" means the governing body of the Authority. The Board is the legislative body of the Authority as defined under provisions of Section 54952 of the Brown Act.

(7) "Board of Supervisors" means the Board of Supervisors of the County.

(8) "Bonds" means indebtedness and securities of any kind or class, including but not limited to bonds, refunding bonds, or revenue anticipation notes.

(9) "Brown Act" means the Ralph M. Brown Act, Government Code Sections 54950 et seq., as it may be amended from time to time.

(10) "City" means any incorporated city or town within the County.

(11) "City Council" means the governing body of an incorporated city or town within the County.

(12) "Code" means the Sonoma County Regional Climate Protection Authority Administrative Code.

(13) "County" means the County of Sonoma.

(14) "Elected Official" means a duly elected and serving official of the legislative body, as defined in Government Code Section 34000, of any City and any duly elected and serving member of the Board of Supervisors.

(15) "Executive Director" means the chief operating employee selected by the Board to manage the day-to-day activities of the Authority.

(16) "Fiscal Year" means July 1 to and including the following June 30.

(17) "General Counsel" means the attorney(s) acting as general counsel to the Authority.

(18) "Holiday" means any day observed by the Authority as a holiday, other than a Saturday or Sunday.

(19) "Local Agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency.

(20) "Member" means a person serving as a member of the Board or as an alternate.

(21) "Official Acts" means all substantive actions taken by the Board, excluding matters that are procedural in nature.

(22) "Project" means a project and/or a program described in the Expenditure Plan.

(23) "Regional Climate Protection Coordination Plan" means a policy and planning document that highlights the collaborative approach of the Authority

(24) "Sonoma County Transportation Authority" or "SCTA" means the authority created by Board of Supervisors of Sonoma County by Resolution No. 90-1522 on August 7, 1990.

(25) "Staff" means employees of the Authority and employees of SCTA, the County, any City or another public entity acting as employees of the Authority pursuant to agreement or contract between the Authority and SCTA, any such City, the County or another public entity.

Holiday. (26) "Working Day" means any day other than a Saturday, Sunday or

ARTICLE III

POWERS, AUTHORITY AND DUTIES OF THE GOVERNING BOARD

103.1 Powers. The Board shall exercise all of the powers and authority of the Authority in furtherance of the purposes of the Authority as defined in the Act. Without limiting the generality of the foregoing, the Board shall have the power to do any of the following on behalf of the Authority:

(a) To perform, in cooperation with local agencies that elect to participate, coordination and implementation activities, within the boundaries of Sonoma County, to assist those agencies in meeting their greenhouse gas emission reduction goals as set forth in resolutions and adopted plans;

(b) To develop, coordinate, and implement programs and policies to comply with AB 32 and other federal or state mandates and programs designed to respond to greenhouse gas emissions and climate change;

(c) To conduct activities to carry out the purposes of the Act including, but not limited to, the following:

1. Reduction of energy consumption.
2. Coordination and implementation of energy efficiency projects.
3. Increasing efficiency of water use.
4. Utilizing carbon sequestration opportunities.
5. Administration of grants to local entities.
6. Alternative transportation options.
7. Measuring and quantifying ongoing greenhouse gas reductions;

(d) To assume responsibility for regional climate protection activities from SCTA, including, but not limited to, acting as project manager for the Regional Climate Protection Coordination Plan;

(e) To make and enter into contracts, in accordance with the specifications set out in Article V hereto;

(f) To contract for the services of auditors, appraisers, engineers, attorneys, planners, financial and investment consultants, and other professionals; and separate and apart there from, to employ an Executive Director and such other persons as it deems necessary. Contracts for professional services will be awarded on the basis of qualifications and competency;

(g) To contract with the County Treasurer and Auditor-Controller to provide services deemed necessary by the Board OR AS REQUIRED BY LAW. The Treasurer will direct the investments of the Authority in accordance with state law and any investment policy

developed by the Authority; however, the Board retains the right to direct investments or retain independent professionals to assist in directing and managing investments, in conformance with the requirements and guidelines set out in state law;

(h) To lease, acquire, construct, manage, maintain, and operate any buildings, works or improvements;

(i) To acquire, hold, or dispose of property by any lawful means, including without limitation, gift, purchase, lease, lease purchase or sale, expressly excluding the power of eminent domain;

(j) To incur debts, liabilities or obligations subject to limitations herein set forth, including without limitation the issuance of bonds;

(k) Subject to limitations and requirements imposed pursuant to state law, to receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;

(l) To sue and be sued on behalf of the Authority;

(m) To apply for funds available to carry out its functions and to receive grants of funds to carry out its functions;

(n) To adopt a seal and alter it;

(o) To appoint such officers and employ such employees and assistants as may be appropriate. Employment of staff may be through direct employment with the Authority, through agreement with SCTA, or through consultants or interagency agreement with other public entities. Direct employment with the Authority shall be in accordance with the Personnel Policies and Procedures of SCTA, as amended from time to time, except as specifically authorized by the Board;

(p) To exercise those powers authorized in Division 19.1 (commencing with Section 181000) of the Public Utilities Code;

(q) To serve as an advisory body to local governments within Sonoma County and as a public forum for citizen input on regional climate change issues;

(r) To appoint agents;

(s) To do any and all things necessary to carry out the purposes of Division 19.1 (commencing with Section 181000) of the Public Utilities Code; and

- (t) To administer the Authority in furtherance of all the above.

103.2 Organization.

(a) The Board shall consist of the same board as that governing the Sonoma County Transportation Authority.

103.3 Principal Office. The principal office of the Authority shall be the same as the principal office of SCTA, unless another location within the County is established by motion of the Board.

103.4 Meetings.

(a) Regular Meeting Place. The Board shall meet in the meeting room of the Sonoma County Permit and Resource Management Department, or at such other location as designated by the Executive Director. Notice of meeting shall be posted as required in the Brown Act.

(b) Regular Meeting Date and Time. Regular meetings of the Board shall be held on the second Monday of each month at 2:30 p.m., unless such day is a holiday, in which case the meeting shall be held on a date specified by the Board.

(c) Agenda. Matters to be placed on the agenda for any regular meeting may be filed with the Executive Director, or his designee, by any Member no later than ten (10) Working Days prior to the date of the meeting. The notice of an agenda for each regular meeting shall be prepared by or under the direction of the Executive Director, who shall cause copies to be mailed and/or delivered to Members and posted at meeting locations and at the Authority's principal office. Each agenda shall provide a public comment period during which members of the public shall be afforded an opportunity to address the Board on items of interest to the public (other than agenda items) that are within the Authority's jurisdiction.

(d) Conduct of Meeting.

(i) All meetings of the Board and any committee considered a legislative body under state law shall be conducted pursuant to Chapter 9 (commencing with section 54950) of the Government Code, commonly known as the Brown Act. Emergency meetings and special meetings shall be called and noticed as provided in the Brown Act. Closed sessions shall not be scheduled or conducted without prior consultation with counsel.

(ii) Any person desiring to address the Board shall first be recognized by the Chairperson. The Chairperson may, in the interest of facilitating the business of the Authority, limit the time that a person may use in addressing the Board.

(iii) When deemed appropriate by the Chairperson of the Board, a meeting may be recessed. "Recess" as used herein means a short intermission in a regular or a special meeting which does not close the meeting.

(e) Adjourned Meetings. Any regular, adjourned regular, special, or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. Less than a quorum of Members present may adjourn to a specific time. If all Members are absent, the Executive Director may adjourn any meeting to a specific time. An "adjourned meeting" is a continuation of the regular or special meeting by action of Members of the Authority or the Executive Director as specified herein.

103.5 Actions of the Authority. The acts of the Authority shall be expressed by motion, resolution, or ordinance.

103.6 Quorum and Voting Requirements for Action by the Board.

(a) A majority of the Members or Alternates present shall constitute a quorum for the purposes of the transaction of business relating to the Authority, and, except as otherwise provided herein, all Official Acts of the Authority shall require the affirmative vote of a majority of the Members of the Authority. In the event that a quorum is initially present at a duly held meeting but a quorum is not present throughout the meeting, the Members remaining may continue conduct business on behalf of the Board provided that at the time any action is approved, the required majority of Members required to approve action is present and provided further that any Member absent during the time testimony or evidence regarding the matter to be voted on was presented to the Board, shall review the tape recording or be otherwise informed as to such evidence or testimony prior to voting on the matter.

(b) If a member of the Authority determines that he or she is disqualified in relation to any pending matter because of a conflict of interest, as soon as practical after the matter is called the member shall advise the Board of said conflict. The Clerk shall record the basis of the conflict in the official records of the Board. The member shall then leave the rostrum and refrain from any participation or discussion with any Member until the Authority has completed its consideration of, and action on, the matter. An alternative Member may be seated and may participate and vote in place of a Member who is absent or disqualified.

(c) In any action for which a roll call vote is requested, the Clerk shall call the roll and each Member shall respond by voice in one of the following ways: (a) "yes"; (b) "no"; or (c) "abstain." An abstention from voting by a Member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

(d) At any regular meeting not held because of a lack of a quorum, the Members present, if less than a quorum of the Board may constitute themselves a "Committee of the Whole," for the purposes of discussing agenda matters or any other matter of interest to the members present. The committee shall automatically cease to exist if a quorum of the Board becomes present at the meeting. No recommendation of the Committee of the Whole shall be

enacted unless the action has been considered and adopted by the Board at a properly noticed public meeting.

103.7 Minutes. The Clerk of the Board shall cause to be kept minutes of regular, adjourned regular, and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each Member. If the Clerk has not been appointed or is not present, the Board shall appoint an acting secretary at each meeting to keep official minutes for such meeting, provided that the Board may delegate to the Clerk, if one has been appointed, authority to appoint an acting secretary in his or her absence. Such acting secretary may be a person other than a Member. Minutes shall be approved as the first item of business at each meeting. Approval may be postponed if desired by the Executive Director. If minutes are sent out prior to the meeting, the actual reading of the minutes may be waived. If not sent out, the minutes may be read aloud by the Clerk. In either situation, the Chair shall then ask for any corrections to the minutes. Corrections shall be approved as part of the consent calendar. If there are no corrections, the minutes stand approved. If there is an objection to the minutes or a proposed correction, then approval should be by motion and adopted by a majority of the Directors present. If minutes are corrected or amended, staff shall note the correction in the minutes of the current meeting.

ARTICLE IV
OFFICERS AND DUTIES

104.1 In General.

(a) The Officers of the Authority shall consist of the Chair and a Vice Chair, each of whom shall be a Member, and such other officers as the Board may appoint. The Chair and Vice Chair of the Sonoma County Transportation Authority shall be the Authority's Chair and Vice Chair.

(b) Appointment of Executive Director and Other Officers. The Executive Director of SCTA shall be appointed the Executive Director of the Authority, and shall provide services and be reimbursed pursuant to agreement between SCTA and the Authority. Such other officers as the Board may deem necessary shall be appointed by the affirmative votes of a majority of the Members. The Executive Director provides services to the Authority at the will and pleasure of the Board, which, in its sole discretion, shall retain the power to terminate such services or obtain such services from another source in a manner authorized by this Ordinance.

(c) Removal of Officers and Employees. Officers may be removed by the affirmative vote of a majority of the Members. It is anticipated that the Authority will contract with SCTA or another public entity for the services of employees as needed. Matters regarding the discharge of an employee shall be resolved by reference to the personnel policies set forth in SCTA's Personnel Policies and Procedures.

104.2 Duties of Various Officers.

(a) Duties of Chair. The Chair shall, if present, preside at all meetings of the Board, rule on all procedural matters or question not specifically addressed in this Ordinance, and shall exercise and perform such other powers and duties as may from time to time be assigned to him by the Board or prescribed herein. The Chairperson shall be entitled to vote on all matters before the Authority, may participate in discussion relating to any matter, and may make or second any motion without having to relinquish the chair. The Chairperson may, from time to time, appoint such subcommittees or ad hoc committees of the Authority as may be necessary and convenient.

(b) Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair, and shall exercise and perform such other powers and duties as may from time to time be assigned him by the Board.

(c) Chair Pro Tempore. In the event of the absence, or inability to act, of the Chair and Vice Chair, the Members present at any meeting of the Board, by order entered in the minutes, shall select one of their members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

(d) Duties of Executive Director. The Executive Director shall be an officer of the Authority. The powers and duties of the Executive Director are:

(1) To have full charge of the administration of the day-to-day business affairs of the Authority;

(2) To prepare an annual budget for approval by the Board;

(3) To determine and make recommendations to address staffing needs of the Authority;

(4) To act as the purchasing agent for the Authority with powers to be exercised in the manner governing the exercise of the powers of the purchasing agent of the County;

(5) To implement the decisions of the Board and report to the Board on the status thereof, and to keep the Board advised as to the needs and the status of operations of the Authority;

(6) To see that all rules, regulations, ordinances, policies, procedures and resolutions of the Authority are enforced;

(7) To execute and deliver contracts and agreements on behalf of the Authority following such approvals as may be required hereunder; and to coordinate with persons providing services, supervise and administer Authority contracts in accordance with and subject to the limitations set forth in Article 5 of this Ordinance;

(8) To authorize, approve and make expenditures in accordance with and subject to the limitations set forth in State law and Ordinances adopted by the Board.

(9) To act as Clerk of the Board, and cause to be prepared and distributed the agenda for all Board meetings, and keep minutes and records of the actions of the Board, unless the Executive Director delegates such position and responsibilities to a member of the Authority staff;

(10) To accept and consent to deeds or grants conveying any interest in or easement upon real estate to the Authority pursuant to Government Code Section 27281 and to prepare and execute certificates of acceptances therefore from time to time as the Executive Director determines to be in furtherance of the purposes of the Authority. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Board.

(11) To act as liaison with organizations and agencies interested in the business of the Authority and with the media.

(12) Unless specifically delegated to an officer appointed by the Executive Director with the approval of the Board, to assume the responsibilities of a Secretary and Treasurer of the Authority. Until such time as the Board appoints a Secretary and/or Treasurer, any reference in this Code to such officer shall be deemed to be a reference to the Executive Director or his appointee.

(13) To undertake such other duties, powers and responsibilities as may from time to time be assigned to him or her by the Board.

104.3 Bonding Requirement. The officers or persons who have charge of, handle or have access to any funds of the Authority shall be so designated and empowered by the Board. Each such officer or person shall be required to file an official bond with the Board in an amount that shall be established by the Board. The premiums on any such bonds attributable to the coverage required herein shall be expenses of the Authority.

104.4 Compensation. Compensation of employees or contract staff, including the Executive Director, shall be provided for by the Board by agreement with SCTA or another public entity, in accordance with the SCTA Personnel Policies and Procedures.

104.5 Standing Board Committees. The Board may, as it deems appropriate, appoint Standing Board Committees consisting of three or more Members, to accomplish the purposes set forth herein.

(a) Organization of Standing Board Committees. To the extent possible, Standing Board Committee assignments shall reflect geographical balance. Each such Standing Board Committee shall by majority vote elect a chair at its first meeting who shall serve at the pleasure of the Standing Board Committee. The Standing Board Committees shall establish a schedule of regular meetings; special meetings of Standing Board Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(b) Quorum. A majority of the members of the Standing Board Committee shall constitute a quorum and approval of any action shall require the affirmative vote of a majority of Members present at the meeting and constituting a quorum. In the event that a quorum is initially present at a Standing Board Committee meeting but a quorum is not present throughout the meeting, the members may continue to take action on behalf of the Standing Board Committee provided such action is approved by the number of members otherwise required for such action assuming the presence of a quorum.

(c) Standing Board Committees of the Authority. The following Standing Board Committees are hereby created:

(1) Executive Committee. The Executive Committee of SCTA shall serve as the Executive Committee of the Authority. The purpose of the Executive Committee is to advise the Board and plan Board activities.

(2) Other Committees. The Board may establish such other Standing or other Board Committees, as deemed necessary or advisable from time to time. The Chair, with the concurrence of the Board, may establish such other special, ad hoc, or other Board Committees, as he or she deems necessary or advisable from time to time.

ARTICLE V

CONTRACTS

105.1 In General. The Authority may enter into contracts of any nature whatsoever, including, but not limited to, contracts to indemnify and hold harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of its powers. The Authority may contract with any public agency or with any entity, public or private, or person upon such terms and conditions as the Board finds are in the best interests of the Authority.

105.2 Contract Bids, Rejection of Bids and Purchase in Open Market. Pursuant to Section 180154 and subject to Section 180153 of the ~~Aet~~Public Utilities Code, contracts for the purchase of services, supplies, equipment and materials in excess of ten thousand dollars (\$10,000) shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the Authority. If, after rejecting bids received, the Authority finds, determines and declares that the service, supplies, equipment or materials may be purchased at a lower price in the open market, the Authority may proceed to purchase these services, supplies, equipment or materials in the open market without further observance of provisions regarding contracts, bids or advertisements consistent with the contract procedures adopted by the Authority. It is the intent of the Authority that the dollar limitation set forth above be automatically amended to adopt the dollar limitation set forth in section 180154 should that section be amended by the Legislature.

105.3 Professional Services Agreements. Where practicable, the Authority shall employ a competitive process before entering into a professional services agreement. Following such process, contracts for professional services will be awarded on the basis of qualifications and competency. The Executive Director may approve professional service contracts in a total amount less than ~~\$540,000~~, which does not exceed the line item in the Authority's budget. With the approval of the Chair, the Executive Director may authorize change orders to contracts so long as the changes will not substantially affect the costs associated with the contract.

105.4 Personal Property Purchases. The Executive Director may elect to use the Purchasing Agent of the County to purchase services, supplies, equipment, materials and other personal property for the Authority or may elect for the Authority to purchase such items directly, with the Executive Director exercising the powers of Purchasing Agent. The Executive Director shall have the ability to approve contracts not exceeding \$~~250,000~~, for budgeted major services, supplies, equipment, materials and other personal property equipment purchases.

105.5 Other Expenditures. For all expenditures other than those listed in Sections 105.3 and 105.4 of this Code professional services, the Executive Director may authorize expenditures up to \$500 per month, per vendor, which do not exceed the line item in the Authority's budget. The Executive Director may establish a petty cash fund in an amount not to exceed \$200. This fund may be used only for minor incidental or emergency expenditures.

105.6 Contract Payments. After the Board has approved a contract and the Chair has signed the contract, the Executive Director may approve progress payments to the Contractor. While Authority funds are under the management of the Sonoma County Auditor, the Executive Director may be expend funds through a claim for which the Auditor will issue a warrant.

105.7 Agreements with Other Public Agencies and Procedures for Award of Cooperative Agreements. The Board may make and perform any agreement to join with any other agency, district, authority, city or county, in the planning, designing, financing, acquisition and construction of projects. The Authority may agree to provide services to or obtain services from such other agencies, districts, authorities, cities or counties upon the approval of a majority of the members of the Board, pursuant to a written agreement.

ARTICLE VI

BUDGETS, REPORTS, INVESTMENTS AND DISBURSEMENTS

106.1 Annual Budget, Notice, Hearing and Adoption. Each year no later than the Authority's May meeting, the Board shall adopt by motion the Preliminary Annual Budget(s) for the ensuing fiscal year. Each year no later than the Authority's October meeting, the Board shall adopt by motion the Final Annual Budget for that fiscal year. Approval of two-thirds of the Members shall be required for adoption of the Annual Budget and any amendments thereto. In accordance with Section 181011 of the Act, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing.

106.2 Purchases and Payment Procedures. Purchases and payment procedures shall be governed by Article V of this Administrative Code.

106.3 Books and Accounts. Full books and accounts shall be maintained by the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities.

106.4 Expenditures. The Board's approval of an Annual Budget shall be deemed approval of any expenditure made in accordance with the approved budget. All expenditures in excess of the designations and limitations of the approved Annual Budget shall be made only upon the approval of not less than a majority of the Members after notice given in accordance with the provisions of Section 180108 of the Act for approval of the Annual Budget.

106.5 Reimbursement of Expenses. Expenditures for travel, conference, staff development and business-related activities and reimbursement of Board Members and Authority employees for such expenditures shall be approved by the Executive Director within budgetary authority, in accordance with state law and any procedures established by this Board.

106.6 Reports and Audits. The Executive Director or his or her designee shall cause to be prepared an annual audit report by an independent auditor, and shall submit the annual audit report required by Section 181009(c) of the Act, and any other financial reports requested by the Board. The Committee shall review the reports and submit them to the Board for approval.

106.7 Investment of Funds. All funds of the Authority will be invested in the manner and upon the conditions set forth in Government Code Section 53601, and in accordance with any investment policy adopted by this Board. The receipt, transfer or disbursement of such funds during the term of the Agreement shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds, and all revenues and expenditures shall be reported at least quarterly to the Board.

ARTICLE VII

CONFLICTS OF INTEREST

107.1 Adoption of Conflict of Interest Code. The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires all public agencies to adopt and periodically review and update a Conflict of Interest Code. The current Conflict of Interest Code of the Sonoma County Regional Climate Protection Authority is attached as Exhibit A to this Code, and, subject to periodic amendment, review, and approval by the Board of Supervisors pursuant to Government Code Sections 82011 and 87306.5, constitutes the Conflict of Interest Code for the Authority.

107.2 Acceptance of Contributions. Members are reminded that they are subject to the provisions of Government Code section 84308, which currently provides:

§ 84308. Contributions prohibited from persons with pending applications for licenses, permits or other entitlements; amount; disclosure by all parties; construction

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in > Section 82003 except that it does not include the courts or any agency in the judicial branch of government, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

ARTICLE VIII

MISCELLANEOUS

108.1 Authority Retained by Board. This Administrative Code is intended to provide a procedural framework within which the Board can operate. Although it is intended that the provisions of this Administrative Code be complied with fully in all respects, decisions of the Board taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in their effect because of a claim that the procedure followed in relation to any such decision was not in accord with the technical or literal meaning of the provisions of this Code.

108.2 Partial Invalidity. If any one or more of the terms, provisions or sections hereof shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions and sections shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law. The Board hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrased might be declared unconstitutional or invalid.

108.3 Interpretation of Sections Based On Provisions From Other Statutes, Applicable Ordinances or Codes. Sections of this Code which are based upon or which paraphrase provisions of other statutes, ordinances or codes have been included herein for reference purposes only. In the event of conflict between the provision of any such statute, ordinance or code and this Code, or in the event of amendment of such statute, ordinance, or code, the provision of the statute, ordinance or code shall control, and no section of this Code shall be interpreted to change, modify, or disregard any such statute, ordinance or code.

108.4 Policies and Procedures. The Personnel Policies and Procedures adopted by SCTA, as may be amended from time to time, unless otherwise expressly provided, are hereby adopted as the Policies and Procedures of the Authority and constitute a part of this Code and have the same force and effects as Chapter 1 of this Code and shall be adopted and modified by action of the Board in the manner set forth in section 108.5 below. To the extent that there is an inconsistency between a provision of this Code and the provision of any policy or procedure, the provision of this Code prevails.

~~108.4108.5~~ Adoption and Amendment. This Code has been adopted, and, except as otherwise expressly provided herein or in the Act may be amended by a vote of a majority of the Members in the manner provided for adoption of any ordinance of the Authority. This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and this Ordinance or a summary thereof shall be published once before the expiration of fifteen (15) days after its adoption with the names of the Authority Members voting for and against same in the Press Democrat, a newspaper of general circulation published in the County of Sonoma.

This Ordinance was introduced and the title thereof read at the regular meeting of the Sonoma County Regional Climate Protection Authority on September 12, 2016, and further reading of the ordinance was waived.

On a motion by _____, seconded by _____, the foregoing ordinance was passed and enacted by the Sonoma County Regional Climate Protection Authority September 12, 2016, on regular roll call of the members of the Authority by the following vote:

| | | | |
|--------------------|-------|------------------|-------|
| Director Rabbitt | _____ | Director Coursey | _____ |
| Director Russell | _____ | Director Gurney | _____ |
| Director Landman | _____ | Director Gallian | _____ |
| Director Chambers | _____ | Director Gorin | _____ |
| Director Miller | _____ | Director Zane | _____ |
| Director Mackenzie | _____ | Director Salmon | _____ |

SO ORDERED.

ATTEST:

Clerk of the Sonoma County Regional Climate Protection Authority

Exhibit A – Conflict of Interest Code

Staff Report

To: Regional Climate Protection Authority
From: Lauren Casey, Director of Climate Programs
Item: 3.9 – RCPA – BayREN contract amendment for Codes Program scope change
Date: September 12, 2016

Issue:

Shall the Board authorize staff to execute the first amendment to the funding and implementation agreement (RCPA16006A1) between the RCPA and the Association of Bay Area Governments (ABAG) for the implementation of the Bay Area Regional Energy Network (BayREN)?

Background:

The RCPA represents the communities of Sonoma County in the implementation of BayREN programs including the Codes and Standards program. The initial agreement for 2016 program implementation included a budget of \$29,500 for the RCPA to represent Sonoma County to the BayREN Codes program and to deliver local activities. Tasks for the RCPA include:

- Coordinating follow-up activities related to the Permit Resource Opportunity Program (PROP), which was an effort to survey existing levels of energy code compliance across a sampling of jurisdictions in the bay area: <https://www.bayren.org/codes/prop-final-report>
- Marketing the free energy code trainings available through BayREN to local stakeholders and coordinating the delivery of six local trainings
- Supporting Regional Codes Forums
- Researching and developing local energy policy options

This amendment adds \$2,000 to the budget for implementation of the BayREN Codes program as approved by the BayREN Codes and Standards Committee due to a budget increase across counties for Codes related work.

Policy Impacts:

None

Fiscal Impacts:

None.

Staff Recommendation:

Staff recommends that the Board authorize staff to execute agreement RCPA16004-A1 to implement BayREN PAYS.

**FIRST AMENDMENT TO
FUNDING AND IMPLEMENTATION AGREEMENT
- BAYREN PROGRAM IMPLEMENTATION PLAN for 2016 –
ASSOCIATION OF BAY AREA GOVERNMENTS AND SONOMA COUNTY REGIONAL CLIMATE
PROTECTION AUTHORITY, ON BEHALF OF COUNTY OF SONOMA**

The funding and Implementation Agreement for the BayREN Implementation Plan for 2016 (Agreement) between the Association of Bay Area Governments (ABAG) and the Regional Climate Protection Authority (RCPA) is hereby amended as follows:

- A. The Initial Allocated Budget in Section 5(a) of the Agreement is set at Four-Hundred and Seventeen Thousand and Seven-Hundred and Fifty-Nine Dollars (\$417,759)
- B. Attachment 1C for 2016, revision 1 is deleted and replaced by Attachment 1C for 2016, revision 1

IN WITNESS WHEREOF, Sub-recipient has duly executed this Agreement, or caused it to be duly executed, and ABAG has duly executed this Agreement, or caused it to be duly executed.

Regional Climate Protection Authority

Dated: _____

Suzanne Smith, Executive Director

Association of Bay Area Governments

Dated: _____

Ezra Rapport, Executive Director

Approved as to form:

Kenneth K. Moy, Legal Counsel

ATTACHMENT 1C for 2016, rev 1

Sonoma County Regional Climate Protection Authority (on behalf of County of Sonoma)

Scope of Work

BayREN Codes & Standards Program

Budget NTE: \$31,500

The BayREN Counties will provide services in their jurisdictions to support the BayREN Codes and Standards program. These tasks include coordination of follow up activities in PROP visits, marketing of trainings and workshops to cities, support for Regional Forums, support for development of local energy policies, and coordination with the BayREN Codes and Standards Committee and Coordinating Circle. The total budget for Sonoma County Regional Climate Protection Authority (“RCPA”), on behalf of the County of Sonoma for 2016 is \$31,500. Tasks below are assigned based on local budget and capacity to deliver services.

I. Admin – Cross Link

Purpose: Representing County of Sonoma context within BayREN

Role Accountabilities:

- Removing constraints within BayREN that limit its ability to collaborate and deliver effective programs
- Seeking to understand tensions conveyed by any of County of Sonoma’s stakeholders applicable to the BayREN programs, and discerning those appropriate to channel into Coordinating Circle for processing
- Sharing the perspective of County of Sonoma stakeholders
- Communicating with County of Sonoma’s stakeholders about BayREN programs and activities
- Sharing progress, performance, and strategic data and information with the Coordinating Circle
- Coordinating with local Energy Watch/Local Government Partnership and other County of Sonoma programs.
- Establishing that member has been selected by its county to act on its behalf
- Ensuring that member has expertise and experience in energy-related project management and implementation
- Ensuring invoices and reporting are submitted to Program Administrator in a timely manner
- Developing and reviewing program performance, and program and pilot recommendations
- Reviewing and authorizing program changes

- Coordinating with other Regional Energy Networks, e.g., program implementation tactics, program design, program performance, mutual objective- building, etc.

II. Marketing and Outreach

Purpose: Support the Codes and Standards program at the county level, including marketing and outreach to all local governments in County of Sonoma.

Role Accountabilities:

- Providing email, phone and other marketing for regional forum events
- Recruiting local governments for hosting trainings from the BayREN curriculum or specialty trainings developed in the program
- Researching, supporting, and advocating for specific energy policy at the local government level
- Providing local coordination and assistance in follow up work and visit for PROP communities
- Coordinating with cities within the County, Energy Watch/Local Government Partnership, and other local programs
- Providing Program Lead with local information, contacts and data that support and promote the Program
- Reporting on best and highest performing activities to the Codes and Standards Circle
- Analyzing local program performance to identify gaps and recommendations to Program Lead
- Attend monthly meetings to support, leverage, and learn from work and resources related to reach code activities

Budget

| Task | Budget |
|----------------------|---------------|
| Administration | \$3,500 |
| Implementation | - |
| Marketing & Outreach | \$28,000 |
| Total | \$31,500 |

Staff Report

To: SCTA Board of Directors

From: Janet Spilman, Director of Planning
Chris Barney, Senior Transportation Planner
Dana Turrey, Transportation Planner
Brant Arthur, Communities Affairs Specialist

Item: 4.1.1 – Adoption of Comprehensive Transportation Plan – Moving Forward 2040 and Addendum to the certified FEIR

Date: September 12, 2016

Issue:

Shall the Sonoma County Transportation Authority adopt the Comprehensive Transportation Plan *Moving Forward 2040* and the Addendum to the certified FEIR? The CTP is available online at <http://scta.ca.gov/planning/comprehensive-transportation-plan/> and will be printed after SCTA approval.

Documents included in this staff report:

- Record of comments received about the draft CTP
- Letter from Suzanne Doyle, Sierra Club
- Draft Response letter from SCTA to Suzanne Doyle
- Draft Addendum to the Certified Final Environmental Impact Report (FEIR)
- Resolution to Adopt CTP

Background:

The SCTA has been producing Comprehensive Transportation Plans since 2001. *Moving Forward 2040* updates the 2009 CTP and was presented to the Board at the July 11, 2016 meeting. The staff report and presentation from that meeting is available at the SCTA website¹. The public was invited to review and comment on the plan at the Open House on July 15, through email blasts and online at our site and on social media. Comments were received through August 16 and have been incorporated into the revised draft CTP.

Comments

Staff received comments that fell into two categories.

- 1) Grammar, typos, use of words, formatting, etc. All valid changes were made.
- 2) High level comments about alternative transportation, land uses and implementation – responses were made either in person or via written correspondence (see attached letter). No specific content related changes are required in the CTP itself.

¹ <http://scta.ca.gov/wp-content/uploads/2016/06/SCTA-RCPAAgenda7-11-16.pdf>
<http://scta.ca.gov/wp-content/uploads/2016/08/June-2016-Draft-CTP-v3.pdf>

Addendum to the Certified Final Environmental Impact Report (FEIR)

On October 19, 2009, the SCTA Board of Directors adopted the 2009 CTP and certified the associated FEIR – a programmatic document that analyzes the environmental impacts of the CTP pursuant to the California Environmental Quality Act (CEQA). For the purpose of the EIR, a subset of CTP projects were identified as financially constrained, meaning that some funding has been identified for implementation and that they are included in the Regional Transportation Plan, now called Plan Bay Area, and/or the Measure M Expenditure Plan. The cumulative impacts of these projects were analyzed in a horizon year of 2035. CEQA analysis for the updated CTP addresses potential impacts from the updated financially constrained project list using updated forecasts for the 2035 horizon year.

In December 2015, staff presented information to the Board on the approach to CEQA for this CTP update based on review of incremental changes in the updated CTP and consultation with legal counsel and the PAC. Per staff's recommendation, the Board agreed that an Addendum to the 2009 FEIR ("Addendum") should be prepared to comply with CEQA requirements for the 2016 CTP. An Addendum is prepared when some changes to a previously certified EIR are necessary but changes in the project, changed circumstances, and/or new information in the plan would not result in new significant environmental effects or a substantial increase in the severity of previously identified significant effects.

Feasible mitigation measures were adopted by the SCTA Board of Directors as part of CEQA Findings in connection with approving the 2009 CTP. These mitigation measures were identified at a programmatic level and, as described in the Addendum, will continue to be applicable under the updated CTP.

A public circulation process is not required for an Addendum, but the Addendum must be adopted by the Board prior to adoption of the updated CTP.

Policy Impacts:

The CTP serves as guidance for transportation projects and policies.

Fiscal Impacts:

The CTP has been produced entirely by SCTA staff. Limited costs for outreach have been incurred. The Addendum to the FEIR was also produced by SCTA staff and incurred costs for review by legal counsel.

Staff Recommendation:

Staff recommends that the Board adopt the Comprehensive Transportation Plan *Moving Forward 2040*, the Addendum to the certified FEIR and the attached Resolution No. 2016-017.

| Public review of draft CTP - record of comments, responses | | | | |
|--|-------------------|--------------|--|---|
| Last | First | doc location | Comment | Notes |
| County | jhoevert | ES-2 | change to Town of Windsor and County of Sonoma | change made |
| County | jhoevert | ES-4 | 2/3rds to 2/3 or two-thirds | |
| County | jhoevert | ES-5 | change PDA to Priority Development Area | change made |
| County | jhoevert | ES-6 | availabl to available | change made |
| County | jhoevert | 1-2 | change Department of Transportation to State Department of Transportation | change made |
| County | jhoevert | 1-2 | delete word the in sentence The CAC provides input and recommendations for the SCA's decision making process | change made |
| County | jhoevert | 1-5 | change name from Santa Rosa Airport to Sonoma County Airport in Santa Rosa | change made |
| County | jhoevert | 2-4 | insert comma In 2010, 11percent of the population | change made |
| County | jhoevert | 2-14 | remove the rd in 1/3rd | |
| County | jhoevert | 3-10 | Co2 chage to CO ₂ | change made |
| County | jhoevert | 3-19 | change Windsor to Town of Windsor , highlights word cities | |
| County | jhoevert | 3-21 | Cloverdale Transit's route 68, which is operated by the City of Cloverdale-Sonoma County Transit, provides a "deviated fixed-route" service. | change made |
| County | jhoevert | 3-25 | Sonoma County Airport is the only airport in the County to offer an Airport Traffic Control Tower (ATCT), | change made |
| County | jhoevert | 4-5 | should be Marin Sonoma Narrow | change made |
| County | jhoevert | 5-2 | • SMART: San Rafael to Airport <i>Boulevard in Santa Rosa</i> | change made |
| County | jhoevert | 5-4 | Specific unfunded projects include ongoing bridge replacements in Sonoma County and Santa Rosa and the SMART Rail Russian River Bridge costing . | change made |
| County | jhoevert | 5-6 | reductions of miles travelled traveled | change made |
| County | jhoevert | 6-4 | • SMART: Airport <i>Boulevard in Santa Rosa</i> to Cloverdale extension | change made |
| County | jhoevert | 7-2 | busses buses | change made |
| County | sk | 4-10 | collusions collisions | change made |
| County | sk | 4-13 | that should be then | change made |
| County | sk | 5-4 | is there a sentence fragment after the last sentence? | change made |
| County | sk | 5-4 | costing should be crossing | change made |
| County | sk | 5-5 | Adobe Road Reconstruction - Don't know what this project is? Would like this removed. | Remove project |
| County | sk | 6-4 | Airport Blvd. Widening (can we truncate there as we are no longer working on the Brickway to Laughlin Connecto | change made |
| County | sk | 7-2 | Federal funds are describe as being used for local road maintenance, this is incorrect. State HUTA funding is our primary source of funding for local road maintenance but are not mentioned under State Funds | wording adjusted for clarification |
| County | SU | 3-6 | •Restricted maintenance budgets over the past 25 years have resulted in poor pavement conditions. For example, Sonoma County's roads average a Pavement Condition Index (PCI) of 44 in unincorporated areas, whereas a PCI of 80 is considered optimum. This is the lowest of any county in the Bay Area, and the County has one of the largest deferred maintenance backlogs in the Bay Area. | Detailed data was released by MTC in 2013. Updated data in vital signs is composite. Insert Vital Signs link. |
| Sierra Club | | | Details of PDAs and other land uses, sea level rise - attach letter | Response letter |
| open house | no id | | A few more facts would add a lot of understanding: SHIFT Sonoma County - add the 95% smaller/less factoid to EVERGREEN COMMUNITY - what are the sources of data? All estimates? MOVING FORWARD - print "climate change" paragraph in red to raise the likelihood it will be read MEETING OUR GOALS - mighn't we also want to increase #of EVs in vehicle fleets? | Good ideas for current implementation projects! |
| open house | no id | | Could there be ways (local, state or national) to incentivize work-related travel expenses not by car? For example, if I'm biking to a meeting 3 miles away from work, could I be reimbursed for mileage? Maybe people would think harder about biking to work if they were incentivized to bike to meetings once they are at work? Same with bus passes, etc. I'd just in general like to see more incentives in place that employers can utilize to encourage employees to bike to work. | Add to TDM section |
| open house | no id | | Good Goals - Do policy -makers get gold stars for implementing them? | |
| open house | North Bay Organiz | | The part of the vision that talks about "fill vacant capacity" should include provide free student bus passes. | |



SIERRA CLUB

FOUNDED 1892

SONOMA GROUP

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Chair David Rabbitt and Directors
Sonoma County Transportation Authority and
Regional Climate Protection Authority
490 Mendocino Avenue, Suite 206
Santa Rosa CA 95401

August 15, 2016

Via email: info@sctainfo.org

Re: Priority Development Areas in Sonoma County

Dear Chair Rabbitt and Directors:

Priority Development Areas are an important part of the effort to make Bay Area communities sustainable in response to the threats posed by global warming. The designation of appropriate areas for compact developments should enable cities and developers to house more residents that spend less time in their cars and walk, bicycle, or ride transit to reach most of their desired destinations. A steady reduction in *per capita* use of automobiles in the future should help us wean ourselves from reliance on fossil fuels.¹ A dozen Priority Development Areas have been designated in Sonoma County and the Sierra Club is interested in their prospects for success.

The Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) suggest that a successful Priority Development Area (PDA) should, among other things—

- have adequate peak hour transit service;
- implement an effective Complete Streets policy;
- be free from flooding due to sea level rise;
- have adequate recreational space for residents;
- have enough affordable and moderate-priced housing units to accommodate expected population growth;
- be realistically “planned” and not merely “potential.”

¹ The 2013 Regional Transportation Plan—Plan Bay Area—sets out the reasoning behind establishing and supporting Priority Development Areas: As required by SB 375, the land use distribution in Plan Bay Area identifies the locations that can accommodate future growth, including the scale and type of growth most appropriate for different types of locations. In order to meet the Bay Area’s greenhouse gas emissions reduction and housing targets, and to make progress toward meeting the other adopted performance targets, the plan encourages future job and population growth in established communities with access to existing or planned public transportation investment. Building on the framework of complete communities that increase housing and transportation choices, the plan envisions neighborhoods where transit, jobs, schools, services and recreation are conveniently located near people’s homes.

The MTC and ABAG recently summarized relevant information about PDAs in the nine county San Francisco Bay Area as a part of an agreement with Communities for a Better Environment and the Sierra Club. To broaden the general understanding about the status of this long term Sustainable Communities Strategy, we have developed the below comments and questions regarding these designated areas in Sonoma County. We are making similar inquiries in other Bay Area counties in order to know how the region as a whole is progressing.

The summaries that we have seen contain the information summarized below about the 12 PDAs in Sonoma County:

Eight PDAs in Santa Rosa, Cotati, Rohnert Park, and Petaluma are deemed likely to be successful. However, four (Cloverdale, Sebastopol, Roseland, and Windsor) are considered “potential,” which means that at least one key element remains unfulfilled several years after each PDA was proposed.

1. Cloverdale’s PDA has limited bus service (a local shuttle and two round-trip buses per day to other cities); its station is unlikely to see SMART trains for several years; and it lacks a Complete Streets Policy. A Complete Streets policy is a widely accepted approach to assure equal access to a city’s street network for bicyclists, pedestrians, motorists, and transit users. Absence of such a policy may make the jurisdiction uncompetitive or ineligible for regional funding grants. Is such a policy under active consideration?
2. The Windsor PDA does not have sufficient bus service. We understand that the Windsor Station Area/Downtown Specific Plan Area surrounds the expected SMART Station. However, funding to extend train service north of Airport Blvd. is not yet assured. Also, some of the area appears to be more than ½ mile walking distance from the train, and it lacks the minimum transit service frequency expected by MTC/ABAG. The success of at least a part of this area in contributing to reduced greenhouse gas (GHG) emissions therefore appears to be in doubt. Are there plans to develop better bus service?
3. The Roseland PDA does not have sufficient bus service, and planned developments appear to lack both the desired density, and affordability. There are also concerns about gentrification in the area. The planned annexation to the City of Santa Rosa might change expectations for this area.
4. The Sebastopol PDA requires zoning changes along with general plan revisions to begin implementing its vision, and it lacks sufficient bus service. The planning changes may be under way, but significant increases in funding are still needed to improve bus service.

What is the prospect that the above jurisdictions can act within the next year or so to show that these potential PDAs would successfully reduce *per capita* driving?

There are also other concerns related to the planned PDAs.

Mapping suggests that some parts of the PDA in Petaluma are subject to flooding due to sea level rise. Places that face flood risks are not good candidates for compact development. Have the prospects for this area been reviewed recently? The PDA in Rohnert Park has small

parks and open space areas that may be inadequate in size for the area and population. This area is next to SMART's multi-use pathway, and the open space across the tracks provides green vistas. But when and how will the children and pets that are likely to live in these developments be provided with convenient public play space?

Finally, construction of appropriate housing in Sonoma County's PDAs needs to catch up with demand. Only 356 housing units and no affordable housing units were constructed in eight of the PDAs during the years 2013 and 2014 due to a number of factors such as loss of redevelopment funds and financing hurdles stemming from the recession.

Plan Bay Area has a performance target calling for "adequate housing" to accommodate 100 percent of the region's projected growth, using a 2010 baseline year. The plan seeks to house families of all income levels (very-low, low, moderate, and above-moderate) without displacing current low-income residents, as called for by SB 375. We estimate that the rate of construction would need to average nearly 700 per year to house the expected increase of 60,219 residents in these areas between 2010 and 2040. As housing construction ramps up again, we urge you to forward policies and projects that will help meet the county's urgent affordable housing and transportation needs without increasing VMTs.

More broadly, we are aware that the Authority is cooperating with neighboring agencies in study of Highway 37 and its exposure to climate change effects. Do other transportation assets in Sonoma County have similar exposures? The State's recently adopted *California Transportation Plan 2040* points out that California's infrastructure is "already stressed and will face additional burdens from climate risks. The frequency of extreme weather events—such as heat waves, sustained droughts, and torrential rains are expected to increase over the next century, potentially causing flooding, landslides, wild fires, pavement damage, bridge damage, transit vehicle stress, and rail buckling. Even if global GHG emissions were to cease today, some of these effects would be unavoidable. California must aggressively address threats to its transportation infrastructure to decrease these risks and significant damages."

The Sierra Club wants to see SCTA and RCPA help make Plan Bay Area's Sustainable Communities Strategy a success as soon as possible. If you have any questions about the matters discussed in this letter, please contact Steve Birdleough at 707-576-6632. Thank you for your consideration.

Sincerely,



Suzanne Doyle, Chair, Sonoma Group

cc: Suzanne Smith, Executive Director, SCTA/RCPA
John Gioia, California Air Resources Board
Julie Pierce, President, Association of Bay Area Governments
Dave Cortese, Chair, Metropolitan Transportation Commission
Victoria Brandon Chair, Redwood Chapter Executive Committee

September 12, 2016

Suzanne Doyle, Chair
Sierra Club - Sonoma Group
P.O. Box 466
Santa Rosa, CA 95402-0466
songrp@sonic.net

Dear Ms. Doyle,

The SCTA received your comments on the *Draft Moving Forward 2040 – Sonoma County’s Comprehensive Transportation Plan* (CTP) on August 15, via email. We appreciate hearing your feedback. The subjects of the letter are Priority Development Areas (PDAs) in Sonoma County and transit.

The Priority Development Area framework was developed and is defined by MTC and ABAG. Every jurisdiction that applies for and receives PDA status does so voluntarily, as they weigh the benefits and expectations of the regional government against their own community plans. SCTA has demonstrated support for the PDAs in Sonoma County, through advocating for place-types to represent the reality of Sonoma County housing and transportation challenges, promoting local applications for PDA planning funds and prioritizing funding to projects in PDAs. A PDA with a plan is considered to be a “planned PDA” and nearly all PDAs in Sonoma County have a plan, in place or underway. The CTP addresses PDAs in Chapter 2 – Our Community on pages 2-9 and 2-10.

Regarding transit, SCTA has and continues to look for opportunities to fund increased bus service throughout the county and to support passenger rail service. Transit service is dependent on significant sustainable sources like Transportation Development Act and Measure M for operations. Although SCTA has successfully competed in short term capital road programs¹, finding outside funds for the operating costs of expansion are rare. Abundant regular service to all population centers is especially challenging in Sonoma County – we have the most miles of roads to cover in the Bay Area yet a relatively low population, compared to the larger counties to the south. Higher density housing located near existing transportation corridors makes it easier for cities to provide transportation options.

Below are specific responses to your questions.

1. *Question: Cloverdale’s PDA has limited bus service (a local shuttle and two round-trip buses per day to other cities); its station is unlikely to see SMART trains for several years; and it lacks a Complete Streets Policy. A Complete Streets policy is a widely accepted approach to assure equal access to a city’s street network for bicyclists, pedestrians, motorists, and transit users. Absence of such a policy may make the jurisdiction uncompetitive or ineligible for regional funding grants. Is such a policy under active consideration?*

1. State programs such as Traffic Congestion Relief Program, Corridor Mobility and Improvement Account, State-Local Partnership Program, and federal programs such as American Recovery and Reinvestment Act.

Response: SCTA supports increasing funding for transit service and includes substantial transit expansion in the CTP (operation and fleet) that address service to SMART stations including in Cloverdale. SCTA also supports Complete Streets in every city. Currently, adoption of a Complete Streets policy (for inclusion in a General Plan after 2010) is a requirement for federal funding administered through the SCTA.

2. Question: *The Windsor PDA does not have sufficient bus service. We understand that the Windsor Station Area/Downtown Specific Plan Area surrounds the expected SMART Station. However, funding to extend train service north of Airport Blvd. is not yet assured. Also, some of the area appears to be more than ½ mile walking distance from the train, and it lacks the minimum transit service frequency expected by MTC/ABAG. The success of at least a part of this area in contributing to reduced greenhouse gas (GHG) emissions therefore appears to be in doubt. Are there plans to develop better bus service?*

Response: SCTA supports increasing funding for transit service and includes substantial transit expansion in the CTP. Several projects are listed in the CTP for service expansion (operation and fleet) that address service to SMART stations including in Windsor.

3. Question: *The Roseland PDA does not have sufficient bus service, and planned developments appear to lack both the desired density, and affordability. There are also concerns about gentrification in the area. The planned annexation to the City of Santa Rosa might change expectations for this area.*

Response: SCTA supports expansion of Santa Rosa CityBus service. The CTP includes a project for 50% service expansion and related fleet expansion.

4. Question: *The Sebastopol PDA requires zoning changes along with general plan revisions to begin implementing its vision, and it lacks sufficient bus service. The planning changes may be under way, but significant increases in funding are still needed to improve bus service.*

Response: SCTA supports increasing funding for transit service and includes substantial transit expansion in the CTP. Several projects are listed in the CTP for service expansion (operation and fleet) including service in West County.

5. Question: *What is the prospect that the above jurisdictions can act within the next year or so to show that these potential PDAs would successfully reduce per capita driving?*

Response: The CTP is a 25 year plan. Goals are not established for the immediate future, however SCTA is currently developing the Shift Sonoma County plan to provide low-carbon alternatives for getting around Sonoma County. It is also encouraging that MTC, in its project analysis for the yet to be adopted Plan Bay Area, has scored transit expansion in Sonoma County as a high performer. It is hoped that this will lead to additional funding in the future.

6. Question: *Mapping suggests that some parts of the PDA in Petaluma are subject to flooding due to sea level rise. Places that face flood risks are not good candidates for compact development. Have the prospects for this area been reviewed recently?*

Response: SCTA did not require transportation project sponsors to provide information about impacts due to sea level rise. Environmental analysis on individual projects will happen as projects are funded and move forward.

7. Question: *The PDA in Rohnert Park has small parks and open space areas that may be inadequate in size for the area and population. This area is next to SMART's multi-use pathway, and the open space across the tracks provides green vistas. But when and how will the children and pets that are likely to live in these developments be provided with convenient public play space?*

Response: The CTP does not address these issues, questions about specific land uses are addressed in PDA Plans and managed by individual jurisdictions.

8. Question: *Plan Bay Area has a performance target calling for "adequate housing" to accommodate 100 percent of the region's projected growth, using a 2010 baseline year. The plan seeks to house families of all income levels (very-low, low, moderate, and above-moderate) without displacing current low-income residents, as called for by SB 375. We estimate that the rate of construction would need to average nearly 700 per year to house the expected increase of 60,219 residents in these areas between 2010 and 2040. As housing construction ramps up again, we urge you to forward policies and projects that will help meet the county's urgent affordable housing and transportation needs without increasing VMTs.*

Response: The CTP examines population and job growth and the relation to transportation. It also highlights non GHG increasing means of transportation. Several of the CTP Goals are related to VMT reduction and we greatly appreciate the recognition by the Sierra Club that the press for housing in Sonoma County is significant.

9. Question: *More broadly, we are aware that the Authority is cooperating with neighboring agencies in study of Highway 37 and its exposure to climate change effects. Do other transportation assets in Sonoma County have similar exposures?*

Response: The Highway 37 corridor is especially vulnerable to sea level rise as it is a low-lying highway, adjacent to San Pablo Bay and a rich and sensitive environment for endangered species. Other transportation corridors have not been subject to the same level of study yet, though sea level rise and the impact to infrastructure will be a focus area in planning going forward.

Thank you for the opportunity to clarify questions about the CTP. The Sierra Club is encouraged to review Plan Bay Area and local PDA Plans for more information on PDAs and land use data. We would suggest *Climate Action 2020* as a good resource for information and policies regarding climate change and adaptation.

Sincerely,

David Rabbitt
Chair, SCTA/RCPA



DRAFT

Addendum to

**2009 Comprehensive Transportation Plan for Sonoma County
Final Environmental Impact Report**

LEAD AGENCY:

Sonoma County Transportation Authority

490 Mendocino Avenue, Suite 206

Santa Rosa, CA 95401

August 2016

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1 Introduction and Background

1.1 Purpose of CEQA Addendum

The Sonoma County Transportation Authority (SCTA) has prepared this Addendum to the 2009 Comprehensive Transportation Plan Final Environmental Impact Report (FEIR) (SCH# 2008082011), certified October 19, 2009, for the purpose of determining potentially significant impacts on the environment resulting from the update to the Comprehensive Transportation Plan (CTP), the “project.” The Environmental Impact Report (EIR) produced for the 2009 CTP is a programmatic document and assesses the cumulative environmental impacts of the financially constrained component of the CTP in the horizon year 2035. The financially constrained component of the CTP is a subset of the CTP projects that have identified funding and are included in the Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments’ (ABAG) Regional Transportation Plan, now called Plan Bay Area, and/or in the SCTA’s Measure M Expenditure Plan. The proposed plan Moving Forward 2040, Sonoma County’s Comprehensive Transportation Plan (2016 CTP) is an update to the 2009 Comprehensive Transportation Plan (2009 CTP) with a horizon year of 2040. The proposed 2016 CTP includes an updated constrained project list.

This document has been prepared in accordance with the California Environmental Quality Act (CEQA) Guidelines Sections 15162 and 15164 to demonstrate the rationale for determining that the proposed 2016 CTP would not create any new or substantially more severe significant effects on the environment that were not analyzed in the 2009 CTP FEIR. The intent of this addendum is to explain why no supplemental or subsequent EIR is required in light of the analysis that previously occurred and the mitigation measures that were adopted. If the SCTA determines that the proposed project will have no additional significant long-term, unmitigatable environmental effects, an Addendum will be incorporated into the file for the project.

1.2 Project Background

The CTP is a multi-modal transportation plan that articulates how Sonoma County’s transportation infrastructure (e.g., streets, highways, transit systems, and bicycle/pedestrian facilities) will be maintained and improved over the lifetime of the plan. The primary purpose of the CTP is to prioritize transportation needs throughout Sonoma County.

High priority transportation projects and programs in the CTP that have identified sources of funding are submitted for inclusion in Plan Bay Area 2040, the state-mandated, integrated long-range transportation, land-use and housing plan for the nine Bay Area counties developed by MTC and ABAG. As required by the California Sustainable Communities and Climate Protection Act of 2008 (California Senate Bill 375, Steinberg), Plan Bay Area 2040 must accommodate projected growth and demonstrate investment in transportation projects that will reduce greenhouse gas (GHG) emissions. The planning horizon for the update of Plan Bay Area is 2040. SCTA staff anticipates that ABAG and MTC will adopt Plan Bay Area 2040 in 2017.

The CTP also guides SCTA in its programming or allocating of numerous state and federal funding sources for transportation projects. The CTP is updated as needed to ensure that the content remains relevant and useful, and that the project lists are current for each iteration of Plan Bay Area.

The proposed 2016 CTP updates the 2009 CTP for Sonoma County and incorporates feedback from the public on transportation priorities. Key changes to the CTP since 2009 include an enhanced performance analysis to measure progress on reaching the plan goals, incorporation of a major update to the Countywide Bicycle and Pedestrian Master Plan in 2014, a new goal of improving economic vitality, an updated project list, updated existing conditions, and updated forecast data. These updates to the project are further detailed under **Section 2, Project Description**.

1.3 CEQA Addendum Procedures

In determining whether an Addendum is the appropriate document to analyze modifications to the FEIR, State CEQA Guidelines Section 15164 states:

- (a) The lead agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred.*
- (b) An addendum to an adopted negative declaration may be prepared if only minor technical changes or additions are necessary or none of the conditions described in Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred.*
- (c) An addendum need not be circulated for public review but can be included in or attached to the final EIR or adopted negative declaration.*
- (d) The decision making body shall consider the addendum with the final EIR or adopted negative declaration prior to making a decision on the project.*
- (e) A brief explanation of the decision not to prepare a subsequent EIR pursuant to Section 15162 should be included in an addendum to an EIR, the lead agency's findings on the project, or elsewhere in the record. The explanation must be supported by substantial evidence.*

The 2009 FEIR has been certified; therefore, the environmental impacts of subsequent activities proposed under the 2016 CTP update must be examined in light of the impact analysis in the certified FEIR to determine if additional CEQA documentation must be prepared. Under Public Resources Code Section 21166 and State CEQA Guidelines Sections 15162 and 15163, a subsequent EIR or supplemental EIR shall be prepared in support of further agency action on the project only if there are new significant effects, a substantial increase in the significant effects, or new information of substantial importance. Under CEQA Guideline section 15162, a subsequent or supplemental EIR shall be prepared if any of the following criteria are met:

- (a) When an EIR has been certified or a negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in the light of the whole record, one or more of the following:*
 - (1) Substantial changes are proposed in the project which will require major revisions of the previous EIR or negative declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;*

- (2) *Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR or Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or*
- (3) *New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete or the Negative Declaration was adopted, shows any of the following:*
- (A) *The project will have one or more significant effects not discussed in the previous EIR or negative declaration;*
 - (B) *Significant effects previously examined will be substantially more severe than shown in the previous EIR;*
 - (C) *Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or*
 - (D) *Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.*

If none of the conditions described above have occurred, but some changes or additions to the previous environmental analysis are necessary, then a Subsequent EIR is not required. Instead, the lead agency shall prepare an addendum to the previously certified EIR (CEQA Guidelines, § 15164).

This Addendum thus considers the updated project in light of the certified FEIR previously prepared for the 2009 CTP. Preparation of the Addendum does not “re-open” the prior certified EIR; the analysis is limited to whether the updated project would result in new or substantially more severe impacts.

An addendum need not be circulated for public review or comment, but must be considered by the decision making body before making its decision on the project (CEQA Guidelines, § 15164, subs. (c), (d)). The CEQA Guidelines state that an agency should include a brief explanation of its decision not to prepare a subsequent EIR in the addendum, the agency’s findings on the project, or elsewhere in the record (CEQA Guidelines, § 15164, subd. (e)). The lead agency’s explanation must be supported by substantial evidence. This summary explanation is provided in **Section 1.6, CEQA Findings**, supported by the analysis in **Section 4, Environmental Analysis**, of this Addendum.

1.4 Previous CEQA Analysis

The SCTA Board of Directors adopted the 2009 CTP and certified the associated FEIR on October 19, 2009. The certified EIR found that adoption of the 2009 CTP would have significant and unavoidable environmental impacts to traffic and circulation, geology and soils, noise, and cumulatively considerable

impacts to landfills outside of the county. Pursuant to CEQA Section 15093, the SCTA Board of Directors adopted a Statement of Overriding Considerations to certify the FEIR.

The 2009 Program EIR analyzed the collective impact of the CTP's plans and projects on the Sonoma County region for a number of environmental issue areas. Criteria of significance were established based on normally accepted standards for environmental review and State CEQA guidelines for each issue area. As set forth below, feasible mitigation measures were identified at a programmatic level, and these mitigation measures will continue to be applicable to the CTP.

1.5 Programmatic Analysis and Project Tiering

The certified FEIR was prepared as a programmatic document, intended to evaluate the environmental impacts of adoption and implementation of the 2009 CTP. All subsequent projects that may be associated with the 2009 CTP "project" require project-specific evaluation at the time they are considered to determine whether they would result in impacts that fall within those disclosed in the Program EIR or whether additional environmental review is required. As such, all new projects proposed as part of the 2016 CTP also require project-specific verification of the information provided in the EIR and this Addendum.

When individual projects or activities under the 2016 CTP are proposed, implementing agencies would be required to examine the projects or activities to determine whether their effects were adequately analyzed in the certified FEIR and Addendum. Lead agencies can streamline those subsequent environmental assessments by "tiering" from the Program EIR by incorporating relevant discussion by reference and concentrating on issues specific to the later project that were not addressed in this document (CEQA Guidelines Section 15152). Examples of lead agencies that may have authority over projects and programs include, but are not be limited to, the California Department of Transportation for capital improvements on state highways, local jurisdictions for capital improvements on local roads, and the Sonoma-Marín Area Rail Transit for SMART commuter rail improvements. These agencies could utilize the analysis in the FEIR and this Addendum in preparing the project level environmental assessments required under CEQA.

As a Program EIR, the preparation and certification of the FEIR and 2016 Addendum does not relieve the sponsors of the projects listed in the proposed 2016 CTP from complying with the requirements of CEQA. Individual projects are required to prepare a project-specific analysis to fulfill CEQA. The lead agency responsible for reviewing these projects shall determine the level of review needed, and the scope of that analysis will depend on the given project. These projects may, however, use the discussion of regional impacts in the certified FEIR and proposed 2016 Addendum as a basis of their assessment of these regional or cumulative transportation impacts.

1.6 CEQA Findings

Based on the environmental analysis set forth in **Section 4**, the adoption of the proposed 2016 CTP would not change the significant findings in the certified FEIR for the 2009 CTP and would not result in any new substantially more severe impacts than previously analyzed. As such, none of the conditions requiring the preparation of a subsequent EIR described in CEQA Guidelines Sections 15162 and 15163 apply to the proposed 2016 CTP; therefore, a subsequent EIR is not required.

1.7 Addendum Contents and Organization

This Addendum to the Final Environmental Impact Report is organized in the following manner:

Section 1.0 – Introduction and Background, describes the purpose and background of the Addendum and provides an overview of its scope and findings.

Section 2.0 – Project Description, describes the proposed updates to the 2009 CTP that are included in the proposed 2016 CTP.

Section 3.0 – Mitigation Measures, contains a list of mitigation measures included in the Mitigation Monitoring Program that was adopted with the certified FEIR.

Section 4.0 – Environmental Analysis, supplements Section 4 of the Draft EIR and Section 4 of the Final EIR. It evaluates the environmental impacts associated with the incremental changes in the proposed 2016 CTP. Impacts from the proposed 2016 CTP are evaluated based on impact criteria in the Draft EIR.

Section 5.0 – Cumulative Impacts, supplements Section 5 of the Draft EIR and Section 4 of the Final EIR. It evaluates the cumulative environmental impacts associated with the incremental changes in the proposed 2016 CTP. Cumulative impacts from the proposed 2016 CTP are evaluated based on impact criteria in the Draft EIR.

Section 6.0 – Long-Term Implications of the Project, supplements Section 7 of the Draft EIR and Section 4 of the Final EIR. It evaluates the long-term implications associated with the incremental changes in the proposed 2016 CTP. Long-term implications from the proposed 2016 CTP are evaluated based on the criteria in the Draft EIR.

1.8 Documents Incorporated by Reference

The following documents were utilized during preparation of this Addendum and are incorporated by reference in accordance with CEQA Guidelines Sections 15148 and 15150.

- Moving Forward 2040: Sonoma County’s Comprehensive Transportation Plan, Draft August 2016
- Comprehensive Transportation Plan for Sonoma County: Moving Forward, October 2009
- Comprehensive Transportation Plan for Sonoma County Final Environmental Impact Report, October 2009
- Countywide Bicycle and Pedestrian Master Plan, 2014
- Climate Action 2020 and Beyond, Sonoma County Regional Climate Action Plan, July 2016

These documents are available at the Sonoma County Transportation Authority/Regional Climate Protection Authority, 490 Mendocino Avenue, Suite 206, Santa Rosa, California.

2 Project Description

2.1 2016 CTP

The proposed update to the CTP contains updated circumstances that have occurred since the 2009 EIR, including an evolution of the existing transportation system and land use conditions, changes to regional

and countywide housing and employment forecasts, projects that have been completed, projects that are now underway, and new projects that have been proposed.

The 2016 CTP proposes a series of future actions to implement the policies, goals, and objectives. The CTP Project Scenario is financially constrained to estimate transportation revenues that are reasonably expected to be available over the 24-year planning period. This includes capital highway, roadway, and transit improvements listed in the Measure M Expenditure Plan and constrained CTP projects and programs that are identified in the pending Plan Bay Area 2040. Projects in the Measure M Expenditure Plan were approved by voters with the measure in 2004. While some Measure M projects have been completed or are underway, no new projects have been added to Measure M. The proposed 2016 CTP includes ten new financially constrained projects that are also included in the draft project list for Plan Bay Area 2040 as of August 4, 2016. Details regarding these new projects are provided below. **Exhibit 1** shows the locations of all constrained projects included in the proposed 2016 CTP, and distinguishes the constrained projects that are new to the 2016 CTP.

Building on analysis conducted in the 2009 CTP, the proposed 2016 CTP includes an enhanced performance analysis, which is intended to measure progress on reaching the plan goals and performance targets. Also included is a new goal: “to promote economic vitality,” which focuses on reducing the time and cost of travel and increasing mobility and the cost of transportation in disadvantaged communities.

As part of the proposed update to the CTP, new forecast data are used in the performance and scenario analysis. The 2009 CTP used data from 2005 to model the 2035 forecast, whereas the proposed 2016 CTP uses updated data from 2010 to model 2035 and 2040 forecasts. A more recent modeling base year (2010) was selected in order to better represent existing conditions using updated census estimates, travel surveys, and transportation system use data. The modeling base year was also updated to align the CTP with regional planning activities and regional forecasts prepared for Plan Bay Area 2040.

2.1.1 Projects

The CTP project locations are shown in **Exhibit 1**. Unnumbered projects, marked with an asterisk (*), have multiple or undefined locations and are not mapped.

2.1.1.1 2009 CTP Projects Removed from CTP Project Scenario

The following projects were included in the 2009 CTP but are no longer a priorities for project delivery. These projects are not included in the constrained project list, or Project Scenario, for the proposed 2016 CTP or the pending Plan Bay Area 2040 project list. As such, these projects may not occur during the lifetime of the proposed 2016 CTP.

- Highway 121 Traffic Signal System and channelization at 8th Street
- Highway 116 (Stage Gulch widening for bike/pedestrian)
- Highway 116 (Elphick Road to Redwood Drive - rehab and widen)
- US 101 and East Washington (reconfigure and realign additional northbound on-ramp)
- US 101 and Mill Street (northbound off-ramp, add southbound on-ramp)
- US 101 and Dry Creek Road (increase interchange capacity)

- US 101 and Bellevue (new diamond interchange)
- US 101 and River Rd (Signalize southbound off-ramp)
- Convert bridges from one lane to two lane facilities

2.1.1.2 Completed Projects

The following projects were included in the CTP Project Scenario in 2009 and are now complete. The impacts resulting from implementation of these projects were previously analyzed in the 2009 EIR and do not constitute new information.

Highway Capital Improvements:

1. US 101: Wilfred – Rohnert Park Expressway to Santa Rosa Avenue
 2. US 101: North - Windsor to Steele Lane (Phase A)
 3. US 101: North - Windsor to Steele Lane (Phase B)
 4. US 101: Central – Rohnert Park Expressway to Old Redwood Hwy (Phase A)
 5. US 101: Central - Rohnert Park Expressway to Old Redwood Hwy (Phase B)
- *US 101: Ramp Metering and Fiber Optic Cable

Interchange Improvements:

6. US 101: Steele Lane - Increase Ramp Capacities
7. US 101: Marin Sonoma Narrows Upgrade Petaluma Boulevard South Interchange and Frontage Roads
8. US 101: Old Redwood Highway – Increase Ramp Capacities
9. US 101: Airport Boulevard – Interchange and overcrossing (the Airport Boulevard Widening and Brickway/Laughlin Corridor Improvements components of the 2009 project are now listed separately under the CTP Project Scenario (2035))

2.1.1.3 Planned Projects That Are Underway

The following projects were included in the CTP Project Scenario in 2009 and are now underway. These projects are not new information, and are incorporated into the No Build Scenario for the 2035 forecast and 2040 horizon year in the proposed 2016 CTP. The impacts of these projects were already considered in the 2009 EIR and in project specific CEQA documents.

Highway Capital Improvements:

10. US 101: Marin Sonoma Narrows Phase 1

Local Road Improvements:

11. River Road Improvements: Curve Straightening shoulders and turn pockets
12. Bodega Highway Improvements: Straighten curves turn pockets
13. Healdsburg Bridge

14. Healdsburg Five-way intersection/roundabout
15. Dowdell Avenue Extension
16. Bodway Parkway Extension
17. Keiser Avenue Reconstruction
18. Forestville Bypass (Phase 1 Highway 116 improvements only)

Transit Improvements:

19. SMART - San Rafael to Airport (includes freight-related improvements)

2.1.1.4 CTP Project Scenario (2035)

The following projects were included in the CTP Project Scenario in 2009 and are included in the Project Scenario for the proposed 2016 CTP.

Highway Capital Improvements:

20. US 101 Marin Sonoma Narrows Phase 2

Local Road Improvements:

21. Airport Boulevard Widening - includes Ordinance Road and Aviation Boulevard
22. Brickway/Laughlin Corridor Improvements
23. Highway 121-116 Intersection and Arnold Drive Improvements
24. Hearn Avenue Interchange
25. Farmer's Lane Extension
26. Mark West Springs Road
27. Fulton Road Improvements and Fulton Road/Highway 12 Interchange
28. US 101 and Arata – Add northbound on-ramp
29. Petaluma-Rainier Cross Town Connector/Interchange

Transit Improvements:

30. Santa Rosa CityBus Headway Improvements
 - Route 4 - 60 - 15 minute headways
 - Route 5 - 30 to 15 minute headways
 - Route 7 - 60 to 15 minute headways
 - Route 9 - 30 to 15 minute headways
 - Route 14 - 30 to 15 minute headways
 - Route 19 - 30 to 15 minute headways
 - Mendocino Ave/SR Ave Rapid Bus Corridor
 - Sonoma Ave/Sebastopol RD Rapid Bus Corridor

31. SMART - Airport to Cloverdale (includes multi-use pathway, SMART Petaluma Infill Station, and freight-related improvements)

Other Projects (*not mapped):

*Non-motorized Transportation Improvements (includes projects listed in the 2014 Countywide Bicycle and Pedestrian Master Plan and non-motorized streetscape improvements)

*US 101 Landscaping – Steel Lane to Windsor River Road

[2.1.1.4.1 CTP Project Scenario \(2035\) – New 2016 CTP Projects](#)

The following projects are included in the CTP Project Scenario for 2035. These projects are either new to the CTP Project Scenario in the proposed 2016 CTP or have changed significantly since the 2009 CTP.

Local Road Improvements:

32. **US 101: Shiloh Road Interchange Reconstruction**, Windsor - Reconstruct the Shiloh Road/US 101 interchange including the addition of one additional travel lane in each direction. It is anticipated that the existing overcrossing will be replaced and ramps reconfigured. The 2009 CTP project included only the signalization of southbound off-ramp portion of this project.
33. **US 101: Cotati - Interchange and Circulation Improvements**, Cotati - Add southbound off-ramp and northbound off-ramp at Railroad Avenue, modifications to improve circulation in Penngrove and Railroad Avenue area. The 2009 CTP included only the Penngrove and Railroad Avenue improvements portion of this project.
34. **Southern Crossing at Caulfield Lane Connection**, Petaluma - Construct extension of Caulfield Lane to cross the Petaluma River and terminate at Petaluma Boulevard South.
35. **Corby Avenue Widening - Baker Avenue and Hearn Avenue**, Santa Rosa – Widen road, construct sidewalks and add bike lanes.
36. **Old Redwood Highway Widening - Windsor Road and Arata Lane**, Windsor - Widen Old Redwood Highway between Windsor Road and Arata Lane to include a center lane.
37. **River Road Widening - Fulton Road to Old Redwood Highway**, Sonoma County - Construct two additional lanes from Fulton to Old Redwood Highway.
38. **Snyder Lane Widening - Medical Center Drive to Golf Course Drive**, Rohnert Park - Add two travel lanes, class II bike lanes, landscaping, and sidewalk.
39. **Highway 116 - Widen between US 101 and Stony Point Road**, Cotati - Widen Highway 116 between US 101 and Stony Point Road. Closure of driveway access, signalization, bike lanes and sidewalk.

40. **Petaluma Boulevard South - Road Diet Extension**, Petaluma - Reconfigure the four lane road to two traffic lanes, a center turn lane, and class 2 bike lanes. Overlay the roadway and reconstruct in parts as necessary.

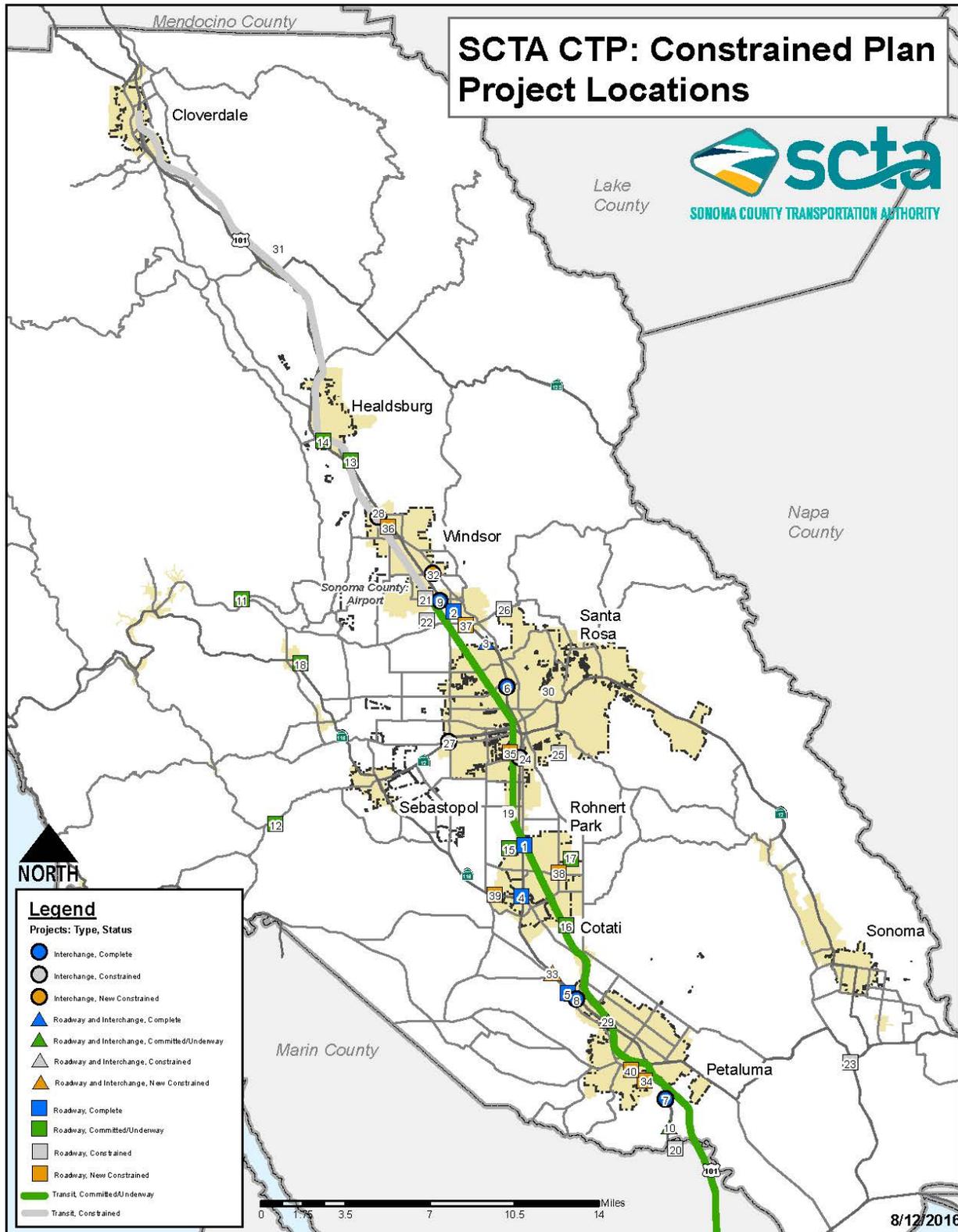
Other Projects (*not mapped):

- * **Highway 37 - Project Study Report (PSR) for Improvements and Sea Level Rise Mitigation**, Prepare PSR. This phase of the project does not include infrastructure improvements.

2.2 Methodology and Forecast Scenarios

Land use and transportation models use travel data and historical growth in population, housing, and employment to predict future growth, travel demand, and traffic. These tools are used in the CTP to forecast scenarios for future conditions and gain insights into what may or may not help achieve the transportation related goals in the plan. The horizon year for the 2009 CTP is 2035 and modeling forecasts are based on data from 2005. As described in Chapter 6 of the proposed 2016 CTP, the updated horizon year for the CTP is 2040 and modeling forecasts are based on data from 2010. Updated forecasts are used in the proposed 2016 CTP in order to improve estimation of future travel by using the most current information available and to align CTP analysis with regional forecasts prepared for Plan Bay Area.

Exhibit 1: Map of Constrained Projects



3 Mitigation Measures

Mitigation measures were adopted by the SCTA Board of Directors as part of CEQA Findings in connection with approving the 2009 CTP. The Mitigation Monitoring Program in the table below was adopted with the associated FEIR. With the 2016 update, the agencies and local lead agencies will continue to be responsible for ensuring adherence to the mitigation measures and Mitigation Monitoring Program as CTP projects are considered for approval over time.

TABLE 1 Mitigation Monitoring Program

| 4.1 Aesthetics | |
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| Impact 4.1-1 | Construction and operation of CTP projects, particularly freeway interchanges, could temporarily and/or permanently block panoramic views. |
| Mitigation Measure 4.1-1a | The lead agency and/or project sponsor for subsequent projects under the CTP shall ensure that the project's design is consistent with design guidelines and local policies, programs, and standards that preserve scenic views and corridors. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design. |
| Mitigation Measure 4.1-1b | The lead agency and/or project sponsor for subsequent projects under the CTP shall be designed to minimize contrasts in scale and massing between the project site and surrounding natural forms and development, particularly in areas that have been designated or eligible for State Scenic Highway designations. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design. |
| Mitigation Measure 4.1-1c | The lead agency and/or project sponsor for subsequent projects under the CTP shall, to the extent feasible, use natural and native landscaping to enhance and complement the natural surroundings to minimize the contrast between the project and surrounding areas. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design. |
| Mitigation Measure 4.1-1d | The lead agency and/or project sponsor for subsequent projects under the CTP shall, to the extent feasible, construct noise barriers of materials whose color and texture complements the surrounding landscape and development. Noise barriers shall be graffiti-resistant and landscaped with plants that screen the barrier, preferably with either native vegetation or landscaping. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design. |
| Mitigation Measure 4.1-1e | The lead agency and/or project sponsor for subsequent projects under the CTP shall, to the extent feasible, limit view blockage by interchanges and SMART-related improvements. The edges of major cut and fill slopes shall be contoured to provide a more natural-looking finished profile. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design. |

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| Impact 4.1-4 | The construction and operation of 2009 CTP projects may create new sources of light and/or glare that would adversely affect nighttime views in project areas. |
| Mitigation Measure 4.1-4a | Roadway light fixtures for subsequent projects shall be installed and shielded in such a manner that light rays emitted from the fixture at angles above the horizontal plane are minimized |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design and project implementation |
| Mitigation Measure 4.1-4b | Construction lighting that is used for nighttime construction activities will include shields or other features to prohibit spillover lighting when used adjacent to residential areas |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | During construction. |
| 4.2 Air Quality | |
| Impact 4.2-4 | Construction of capital improvements in the 2009 CTP would produce short-term emissions of nonattainment pollutants or precursors in the San Francisco Bay Area Air Basin. These emissions could lead to temporary increases in ROG, NOx, PM ₁₀ and PM _{2.5} emissions. This could lead to violations of air quality standards, contribute to an existing or projected air quality violation, or result in a cumulatively considerable net increase of emissions |
| Mitigation Measure 4.2-4 | Consistent with BAAQMD guidance, the following standard BAAQMD air quality Best Management Practices (BMPs) shall be implemented on the project site during the construction period to reduce emissions of PM ₁₀ and PM _{2.5} : <ul style="list-style-type: none"> • Water all active construction areas at least twice daily. • Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard. • Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites. • Sweep daily (preferably with water sweepers) all paved access roads, parking areas, and staging areas at construction sites. • Sweep streets daily (preferably with water sweepers) if visible soil material is carried onto adjacent public streets. • Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas. • Enclose, cover, water twice daily, or apply (non-toxic) soil binders to exposed stockpiles (dirt, sand, etc.). • Install sandbags or other erosion control measures to prevent silt runoff to public roadways. • Replant vegetation in disturbed areas as quickly as possible. • Implement T-BACT (the Best Available Control Technologies for Toxics) for diesel construction equipment. • Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). • All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |

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| Timing | During construction. |
| 4.3 Traffic and Circulation | |
| Impact 4.3-1 | Implementation of the 2009 CTP would not directly cause increases in traffic or vehicle miles traveled. However, the 2009 CTP would support growth in Sonoma County that would substantially increase daily vehicle miles traveled in 2035 by 2,976,144 over existing conditions. The traffic impacts associated with the anticipated growth within the county (through 2020) were identified as significant and unavoidable in the County's General Plan 2020 EIR. |
| Mitigation Measure 4.3-1a | SCTA shall seek funding to go beyond the financially constrained portion of the 2009 CTP to achieve VMT reductions that could be obtained through pricing strategies and additional transit, ridesharing programs, nonmotorized investments, and public education programs. |
| Responsible Party | SCTA |
| Action Required | The SCTA would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Ongoing |
| Mitigation Measure 4.3-1b | SCTA shall encourage local governments to implement land use strategies, pricing strategies, and additional transit, ridesharing programs, public education, and nonmotorized investments. |
| Responsible Party | SCTA |
| Action Required | The SCTA would be responsible for monitoring implementation of the mitigation measure |
| Timing | Ongoing |
| Impact 4.3-2 | Implementation of the 2009 CTP would not directly cause increases in daily vehicle hours traveled. However, the 2009 CTP would support growth in Sonoma County that would substantially increase daily vehicle hours traveled in 2035 by 282,874 over existing conditions. The impacts associated with the anticipated growth within the county (through 2020) were identified as significant and unavoidable in the County's General Plan 2020 Draft EIR. This impact is considered significant and unavoidable. |
| Mitigation Measure 4.3-2a | SCTA shall seek funding to go beyond the financially constrained portion of the 2009 CTP to achieve VHT reductions that could be obtained through pricing strategies and additional transit, ridesharing programs, nonmotorized investments, and public education programs. Projects such as transit and land use strategies are shown to have the greatest potential benefits. |
| Responsible Party | SCTA |
| Action Required | The SCTA would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Ongoing |
| Mitigation Measure 4.3-2b | SCTA shall encourage local governments to implement transportation system management improvements and specific transportation investments that reduce travel time on local roadways. |
| Responsible Party | SCTA |
| Action Required | The SCTA would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Ongoing |
| 4.4 Biological Resources | |
| Impact 4.4-1 | Implementation of the proposed 2009 CTP may result in the loss of populations or essential habitat for special-status plant and wildlife species. |

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| Mitigation Measure 4.4-1a | <p>During the environmental review process for proposed CTP projects, project sponsors shall prepare a biological resources assessment for areas identified to contain or possibly contain special-status plant and animal species. Surveys shall be conducted as part of the environmental review process to determine the presence and extent of sensitive habitats and/or species in the project vicinity. Surveys shall be conducted during the appropriate seasons for proper identification of species. The assessment shall consider the potential for significant impacts on special-status plant and animal species and shall identify feasible mitigation measures to mitigate such impacts, as set forth in mitigation measure MM 4.4-1b below.</p> <p>Formal protocol-level surveys may be required on a species-by-species basis to determine the local distribution of these species. Consultation with the USFWS and/or CDFG shall be conducted at an informal level for transportation projects that could adversely affect federal or state candidate, threatened, or endangered species to determine the need for further consultation or permitting actions.</p> |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design. |
| Mitigation Measure 4.4-1b | <p>Project sponsors shall seek to preserve, to the extent feasible, wetlands, habitat corridors, sensitive natural communities, and other essential habitat areas that may be adversely affected by transportation projects where special-status plant and animal species are known to be present or potentially occurring. Where impacts cannot be avoided, projects shall include the implementation of site-specific or project-specific effective mitigation strategies developed by a qualified professional in consultation with state or federal resource agencies with jurisdiction (if applicable). Mitigation strategies include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • For special-status plant species: Preservation of existing populations from direct and indirect impacts, and where feasible seed and soil collection shall occur to ensure that the plant population is maintained. • For special-status animal species: Avoidance of the species and its habitat as well as the potential provision of habitat buffers, avoidance of the species during nesting or breeding seasons, replacement or restoration of habitat on- or off-site, relocation of the species to another suitable habitat area presently uninhabited by the species, or payment of mitigation credit fees. • Project designs shall be reconfigured, whenever feasible, to avoid sensitive wetland or biological resources and avoid disturbances to wetland and riparian corridors. Projects shall minimize ground disturbances and construction footprints near sensitive areas to the extent feasible. • Individual projects will avoid the use of in-water construction methods in all state of federally jurisdictional surface waters, where feasible. • A qualified biologist shall locate and fence off identified sensitive resources before construction activities begin and, where required, shall inspect areas to ensure that barrier fencing, stakes, and setback buffers are maintained during construction. • For work sites located adjacent to special-status plant or wildlife populations, a biological resource education program shall be provided for construction crews and contractors (primarily crew and construction foremen) before construction activities begin. The education program shall address each special-status species, their habitat, laws protecting these resources, the avoidance and minimization measures being applied to protect these resources, and pertinent contact information. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | Planning and project design and during construction |
| Impact 4.4-2 | Implementation of the proposed 2009 CTP could result in the loss of populations or essential habitat for special-status avian species, including raptors. |
| Mitigation Measure 4.4-2 | <p>Should the location of a subsequent project under the 2009 CTP be within 300 feet of any trees, the following mitigation measure would be applicable.</p> <p>If site disturbance and construction activities are planned to occur during the nesting season (typically February 15 through August 1), the project sponsor shall retain a qualified biologist to conduct a focused survey for active nests of special-status birds prior to ground disturbance or tree removal. If active nests are found, trees/shrubs with nesting birds shall not be disturbed until abandoned by the birds or a qualified</p> |

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| | <p>biologist deems disturbance potential to be minimal (in consultation with USFWS and/or CDFG, where appropriate). Other restrictions may include establishment of exclusion zones (no ingress of personnel or equipment around the nest) or alteration of the construction schedule.</p> <p>If construction activities or tree removal are proposed to occur during the non-breeding season (September through January), a survey is not required, no further studies are necessary, and no mitigation is required.</p> |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | During construction |
| Impact 4.4-3 | Implementation of the proposed 2009 CTP could result in the loss of populations or essential habitat for special-status bat species through tree removal or other construction activities. |
| Mitigation Measure 4.4-3 | <p>Should the location of a subsequent project under the 2009 CTP be within 300 feet of any trees or structures proposed for removal, the following mitigation measure would be applicable.</p> <p>To ensure that there will be no adverse impacts to roosting special-status bat species, the project sponsor shall retain a qualified biologist to conduct a survey prior to the removal of trees or structures (including bridges) within the project area that are deemed suitable roosting habitats by a qualified biologist. If no bat roosts are detected, then no further action is required if the trees or structures are removed prior to the next breeding season. If special-status bats are found roosting within the project area, then the following mitigation will reduce the potential disturbance:</p> <p>If a female or maternity colony of bats is found within the project area and the project can be constructed without the elimination or disturbance of the roosting colony (e.g., if the colony roosts in a large tree not planned for removal), a qualified biologist shall determine the physical and time-limited buffer zones that shall be employed to ensure the continued success of the colony. Such buffer zones may include a construction-free barrier around the roost and/or the timing of the construction activities outside of the maternity roosting season (generally after July 31 and before March 1).</p> <p>If an active nursery roost is known to occur within the project area and the project cannot be conducted outside of the maternity roosting season, consultation shall be initiated with CDFG to determine appropriate exclusionary or removal methods. The bats shall be excluded from the roosting site after July 31 and before March 1 to prevent the formation of maternity colonies. Non-breeding bats shall be safely evicted, under the direction of a qualified biologist.</p> |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements. |
| Timing | During construction. |
| Impact 4.4-4 | Implementation of the proposed 2009 CTP may result in disturbance, degradation, and/or removal of riparian habitat or other sensitive natural communities. |
| Mitigation Measure 4.4-4 | <p>In accordance with CDFG guidelines and other resource agency guidance, project sponsors shall minimize impacts on sensitive natural communities, especially riparian habitats, when designing and permitting projects.</p> <p>Where applicable, subsequent projects under the 2009 CTP shall conform to the provisions of special area management or restoration plans (e.g., West Petaluma Area Plan), which outline specific measures to protect sensitive natural communities including riparian and wetland habitats.</p> |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements |
| Timing | Planning and project design. |
| Impact 4.4-5 | Implementation of the proposed 2009 CTP may result in the loss of jurisdictional waters of the U.S., including wetlands |
| Mitigation Measure 4.4-5a | Project designs of subsequent projects under the 2009 CTP shall be reconfigured, whenever possible, to avoid waters of the U.S., including wetlands, and avoid disturbances to wetland and riparian corridors. Projects shall minimize ground disturbances and construction footprints near such areas to the extent feasible. |

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| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements |
| Timing | Planning and project design and during construction. |
| Mitigation Measure 4.4-5b | Where potential waters of the U.S. are present within CTP project sites, project sponsors shall retain a qualified biologist to perform a formal wetland delineation to be submitted to USACE for verification. If USACE determines that there are jurisdictional waters on the project area, the project sponsor shall ensure that the project will result in no net loss of waters of the U.S. by providing mitigation through impact avoidance, impact minimization, and/or compensatory mitigation for the impact, subject to approval from the appropriate resource agencies and in accordance with applicable regulations. Compensatory mitigation may consist of (a) obtaining credits from a mitigation bank; (b) making a payment to an in-lieu fee program that will conduct wetland, stream, or other aquatic resource restoration, creation, enhancement, or preservation activities; and/or (c) providing compensatory mitigation through an aquatic resource restoration, establishment, enhancement, and/or preservation activity. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements |
| Timing | Planning and project design and during construction. |
| Impact 4.4-6 | Implementation of the proposed 2009 CTP may interfere with the movement of native resident or migratory wildlife species. |
| Mitigation Measure 4.4-6a | Project sponsors of subsequent projects under the 2009 CTP shall, to the extent feasible, avoid open space areas and sensitive natural habitats, especially stream and riparian corridors, when designing and permitting projects. Where applicable, projects shall conform to the provisions of special area management or restoration plans (e.g. West Petaluma Area Plan), which outline specific measures to protect sensitive habitats. Where migratory corridors cannot be avoided (e.g., walls or fences are constructed that may obstruct wildlife movement), the incorporation of mitigation measures identified under Impacts 4.4 1, 4.4 4, and 4.4-5 would assist in mitigating impacts to migratory corridors. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | Incorporate measure into project specifications and construction requirements |
| Timing | Planning and project design and during construction. |
| Mitigation Measure 4.4-6b | Project sponsors should include into project design, to the maximum extent feasible, mitigation measures and best practices aimed at minimizing or avoiding impacts to migratory patterns, including strategies from the U.S. Department of Transportation Federal Highway Administration's Critter Crossings program. |
| 4.5 Cultural Resources | |
| Impact 4.5-1 | Implementation of the proposed 2009 CTP could result in a substantial adverse change in the significance of historical resources. Construction projects could also unearth human remains that would require cessation of activities until further analysis, as required by state law, is conducted |
| Mitigation Measure 4.5-1a | During the environmental review process for proposed CTP projects, project sponsors shall determine if there is a potential for a significant impact to historic resources to occur. If it is determined there is a potential significant impact to these resources, project sponsors shall implement the laws and regulations of the responsible regulatory agency. Examples of such mitigation measures include the following: A qualified historian shall review previous site investigations of the project site (if available) to determine the historic significance of the project site. If it is determined there are potential resources on the project site, the qualified architectural historian or historian shall also determine whether structures greater than 50 years in age are within the area of potential to be affected by the project and to determine their eligibility for recognition under state, federal, or local historic preservation criteria. If there are projects being developed adjacent to sites with an identified historic resource, a qualified historian shall be utilized to determine the extent of the potential degradation and recommend measures to reduce the impacts to the resource. The project sponsor shall implement the measures to protect the integrity of the resource or site. |

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| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design and during construction. |
| Mitigation Measure 4.5-1b | The project sponsor's planning department shall be notified immediately if any prehistoric or historic resources are uncovered during construction of project facilities. All construction must stop in the vicinity of the find, and a qualified archaeologist shall be retained to evaluate the finds and recommend appropriate action |
| Responsible Party | Project sponsor and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | During construction. |
| Impact 4.5-2 | Implementation of the proposed 2009 CTP could result in a substantial adverse change in the significance of a cultural resource, defined as physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that its significance would be materially impaired. Construction projects could also unearth human remains that would require cessation of activities until further analysis, as required by state law, is conducted. |
| Mitigation Measure 4.5-2a | During the environmental review process for proposed CTP projects, project sponsors in consultation with the appropriate culturally affiliated tribe(s) shall determine if there is a potential for a significant impact to cultural resources to occur. If it is determined there is a potential significant impact to these resources, project sponsors shall implement the laws and regulations of the responsible regulatory agency. Examples of such mitigation measures include the following: A qualified archaeologist shall review previous site investigations of the project site (if available) to determine the historic significance of the project site. A qualified archaeologist shall perform a records review through the Northwest Information Center at Sonoma State University to determine the potential for, or existence of, cultural resources. A qualified archaeologist shall review the records search to determine the significance (as defined by CEQA and National Historic Preservation Act guidelines) of cultural resources identified within the area of potential effect. |
| Responsible Party | Lead agency and/or project sponsor |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 4.5-2b | If a potentially significant cultural resource is encountered during subsurface earthwork activities for the project, all construction activities within a 100-foot radius of the find shall cease until a qualified archaeologist, in consultation with the appropriate culturally affiliated tribe(s) determines whether the resource is significant. The project sponsor shall include a standard inadvertent discovery clause, including a requirement for consultation with the appropriate culturally affiliated tribe(s), in every construction contract to inform contractors of this requirement. Potentially significant cultural resources consist of, but are not limited to, stone, bone, glass, ceramic, wood or shell artifacts, fossils, or features including hearths, structural remains, or historic dumpsites. If the resource is determined significant under CEQA, the qualified archaeologist shall prepare and implement a research design and archaeological data recovery plan that will capture those categories of data for which the site is significant. The archaeologist shall also perform appropriate technical analyses, prepare a comprehensive report and file it with the Northwest Information Center, and provide for the permanent curation of the recovered materials. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | During construction |
| Timing | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Mitigation Measure 4.5-2c | The project sponsor shall implement the appropriate mitigation measures presented by a qualified archeologist, and developed in consultation with the appropriate affiliated tribes(s), for any discovery of significant resources, based on applicable state and federal regulations. All construction must stop in vicinity of the find, and a qualified archaeologist shall be retained to evaluate the finds and recommend appropriate action. The project sponsor shall implement the mitigation recommendations presented by a qualified archaeologist |

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| | for any unanticipated discoveries of significant resources. Such measures may include avoidance, preservation in place, excavation, documentation, curation, data recovery, or other appropriate measures. The project proponent shall be required to implement any mitigation necessary for the protection of cultural resources. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | During construction. |
| Mitigation Measure 4.5-2d | If human remains are discovered, all work must stop in the immediate vicinity of the find, the project sponsor's planning department shall be notified immediately, and the County Coroner must be notified according to Section 7050.5 of California's Health and Safety Code. If the remains are determined to be Native American, the coroner will notify the Native American Heritage Commission, and the procedures outlined in CEQA Section 15064.5(d) and (e) shall be followed. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | During construction. |
| Impact 4.5-3 | Construction activities associated with implementation of the 2009 CTP could result in impacts to undiscovered paleontological resources |
| Mitigation Measure 4.5-3a | Where earthwork activity is proposed to depths below 3 feet, the project sponsor shall perform a search of the University of California, Berkeley Museum of Paleontology collections database to proactively identify any evidence of paleontological resources in the proposed project area. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | During construction. |
| Mitigation Measure 4.5-3b | If any paleontological resources (fossils) are discovered during a project's ground-disturbing activity, all work in the immediate vicinity must stop and the project sponsor's planning department shall be immediately notified. A qualified paleontologist shall be retained to evaluate the finds and recommend appropriate mitigation measures for the inadvertently discovered paleontological resources. Such measures may include avoidance, preservation in place, excavation, documentation, curation, data recovery, or other appropriate measures. The project sponsor shall be required to implement any mitigation necessary for the protection of paleontological resources. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | During construction. |
| 4.6 Geology and Soils | |
| Impact 4.6-1 | The proposed Comprehensive Transportation Plan invests in new capital roadway and transit improvements that will increase the capacity of the county's transportation infrastructure to move people and goods. This would increase the risk of loss, injury, or death to travelers or structures due to earthquakes, landslides, ground failure, or liquefaction. |
| Mitigation Measure 4.6-1 | Project sponsors shall address the following measures in project-level analyses for proposed transportation improvements. <ul style="list-style-type: none"> • Site-specific analyses shall consider a site's seismicity and soil response, and dynamic characteristics of the proposed structure, and shall comply with the appropriate California Building Code, Caltrans construction standards, and State of California design standards for construction in or near fault zones, as well as all standard design, grading, and construction best management practices in order to avoid or reduce geologic hazards. • The project sponsor shall ensure that geotechnical analyses are conducted in construction areas to determine soil types and faulting probability prior to preparation of the project design. These investigations shall identify areas of potential failure and recommend geotechnical measures with which |

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| | <p>the project shall comply to eliminate any problems. Identified geotechnical measures shall be incorporated into the project design.</p> <ul style="list-style-type: none"> • For future projects located within Alquist-Priolo Earthquake Fault Zones, recommendations shall be prepared and implemented in accordance with California Geological Survey Guidelines for Evaluating the Hazard of Earthquake Fault Rupture. • Project sponsors shall ensure that projects either avoid or stabilize landslide areas and unstable slopes. • For projects located within liquefaction or earthquake-induced landslide seismic hazard zones, recommendations shall be prepared and implemented in accordance with California Geological Survey Guidelines for Evaluating and Mitigating Seismic Hazards. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design |
| Impact 4.6-2 | Construction of capital improvements in the proposed 2009 CTP could require significant earthwork and road cuts, which could increase soil erosion and slope instability potential associated with soils. |
| Mitigation Measure 4.6-2a | The project sponsors shall ensure that project designs provide adequate slope drainage and appropriate landscaping to minimize the occurrence of slope instability and erosion. Design features shall include measures to reduce erosion caused by stormwater consistent with applicable agency water quality control requirements. Road cuts shall be designed to maximize the potential for revegetation. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 4.6-2b | Implementing agencies shall ensure that projects avoid landslide areas and potentially unstable slopes wherever feasible. |
| Responsible Party | Lead agency and/or project sponsor |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 4.6-2c | The project implementing agencies shall ensure that site-specific geotechnical investigations conducted by a qualified geotechnical expert shall be required prior to preparation of project design. These investigations would identify areas of potential failure and identify remedial geotechnical measures to eliminate any geotechnical problems |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure |
| Timing | Planning and project design. |
| Impact 4.6-3 | Construction and operation of proposed capital roadway and transit improvements on expansive soils or on weak, unconsolidated soils could damage and weaken these soils over time. |
| Mitigation Measure 4.6-3a | Project sponsors shall ensure that projects avoid geologic units or soils that are unstable or contain expansive soils and/or soils prone to lateral spreading, subsidence, liquefaction, or collapse wherever feasible. When avoidance of such conditions is not feasible, mitigation measure MM 4.6-3b shall be implemented. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 4.6-3b | Project sponsors shall ensure that geotechnical investigations are conducted by qualified professionals to identify the potential for differential settlement and expansive soils. Identified corrective measures, such as |

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| | structural reinforcement and replacing soil with engineered fill, shall be incorporated into project designs. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design and prior to construction. |

4.7 Hazards and Hazardous Materials

Impact 4.7-3 Construction of new or expanded transportation facilities can disturb contaminated properties, particularly those in brownfield areas near proposed U.S. 101 freeway improvements.

Mitigation Measure 4.7-3 Subsequent projects under the CTP shall consult all known databases of contaminated sites and undertake a Phase I Environmental Site Assessment or other appropriate hazard assessment in the process of planning, environmental clearance, and construction for projects included in the 2009 CTP. Prior to development on or near active cleanup sites, the project proponent shall coordinate with all appropriate agencies. If contamination is found, the implementation agency shall coordinate remediation of contamination in accordance with applicable Sonoma County, Regional Water Quality Control Board, the Department of Toxic Substances Control, and state standards.

4.8 Hydrology and Water Quality

Impact 4.8-1 The construction and operation of transportation improvements in the 2009 CTP, particularly new and expanded roadways, could degrade existing water quality or violate water quality standards or waste discharge requirements. Urban runoff could include discharge of sediments, non-sediment solids, nutrients, and other pollutant sources.

Mitigation Measure 4.8-1a Subsequent projects shall comply with Caltrans, County, and city grading and erosion control requirements and other associated requirements, as applicable. Project sponsors shall prepare and implement, as necessary, a Stormwater Pollution Prevention Plan (SWPPP), as required by the North Coast Regional Water Quality Control Board or the Bay Area Regional Water Quality Control Board. The SWPPP shall be consistent with the Manual of Standards for Erosion and Sedimentation Control by the Association of Bay Area Governments, the California Stormwater Quality Association, Stormwater Best Management Practice Handbook for Construction, policies, recommendations, and requirements of the local urban runoff program, and the recommendations of the RWQCB, as appropriate. Typical components of a SWPPP may include but are not limited to the following:

- To the extent feasible, excavation and grading activities shall be performed between April 15 and October 15. If excavation does occur during the wet season, the project sponsor shall regulate storm runoff from the construction area through a stormwater management/erosion control plan. This may include on-site silt traps and basins with multiple discharge points to natural drainages and energy dissipaters. Loose material stockpiles shall be covered and runoff shall be diverted away from exposed soil. If work stops due to rain, a positive grading away from slopes shall be provided to carry the surface runoff to areas where runoff can be controlled, such as temporary silt basins. Post-grading, erosion protection shall be provided on cut and fill slopes, and revegetation shall be facilitated and initiated as soon after completion of grading as possible and before October 15. Revegetation shall emphasize drought-tolerant perennial vegetation.
- Temporary erosion control measures, which may include hydroseeding or alternative methods such as straw, straw with tackifier, or erosion control blankets instead of seeding, shall be provided until perennial revegetation occurs. Hazardous materials used on construction sites shall be stored in covered containers and protected from rain and runoff. Spill cleanup materials shall be readily available at all construction sites, and employees shall be trained in spill prevention and cleanup.
- BMPs such as those described above shall be in place and operational prior to major earthwork. The construction phase facilities shall be maintained regularly and be cleared of accumulated sediment as necessary.
- SWPPP(s) for projects adjacent to or within drainages shall also incorporate the following erosion control criteria:
 - Except when necessary for construction crossings or barriers, construction equipment shall not be operated in flowing water.
 - Stream diversion structures shall be designed to preclude accumulation of sediment.
 - Barriers shall be constructed to prevent the discharge of turbid water in excess of specified limits when

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| | <p>work areas are adjacent to live streams.</p> <ul style="list-style-type: none"> • Riparian vegetation shall be removed only when necessary. • Construction material shall not be deposited where it could be eroded and carried to the stream by runoff or stream flows. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design, prior to construction and during construction. |
| Mitigation Measure 4.8-1b | If a proposed project is located within or adjacent to a water body that requires a Streambed Alteration Agreement, one shall be completed by the project sponsor prior to initiation of any ground-disturbing activities. |
| Responsible Party | Lead agency and/or project sponsor |
| Action Required | Prior to construction. |
| Timing | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Mitigation Measure 4.8-1c | If a proposed project is located within or adjacent to a water body within the jurisdiction of the San Francisco Bay Conservation and Development Commission (BCDC), the project must be in compliance with both the McAteer-Petris Act and the BCDC San Francisco Bay Plan. |
| Responsible Party | Lead agency and/or project sponsor |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Prior to construction |
| Mitigation Measure 4.8-1d | In compliance with the Clean Water Act, any project which could potentially discharge pollutants into any water supply from any point source shall require National Pollutant Discharge Elimination System (NPDES) permits. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Prior to and during construction. |
| Mitigation Measure M 4.8-1e | <p>Where specific projects are located within or adjacent to a water body that is under the jurisdiction of the Regional Water Quality Control Board, the projects shall implement the following measures:</p> <p>Include construction BMPs specifically targeted towards retaining sediment onsite, preventing erosion of streambanks and pollution from construction vehicles, and collecting and treating storm water runoff onsite.</p> <p>Utilize staging areas for vehicles that are removed from riparian areas and all construction should occur during the dry season. If such measures cannot be taken, the individual project should be required to analyze alternatives and provide mitigation measures for adverse impacts.</p> <p>Where feasible, avoid the removal of riparian vegetation. If not feasible, the individual project shall be required to demonstrate a plan for revegetation including a post-construction monitoring plan to determine the success of revegetation efforts. Monitoring and maintenance plans shall also be in place to ensure that runoff treatment mechanisms such as sediment basins or silt fences continue to function properly. Runoff from all areas of new impervious surfaces should be mitigated for potential impacts to receiving water quality and flow.</p> <p>Where feasible, specific projects shall incorporate Low Impact Development techniques to implement Mitigation Measure 4.8-1e.</p> |
| Impact 4.8-3 | The transportation improvements in the 2009 CTP could alter existing drainage patterns or substantially increase the rate or amount of surface runoff. This could contribute runoff water that exceeds the capacity of existing or planned stormwater drainage systems and result in flooding. |
| Mitigation Measure 4.8-3a | In implementing subsequent projects, project sponsors shall comply with design guidelines established by the California Stormwater Best Management Practice Handbook for New Development and Redevelopment or other methods acceptable to Caltrans, the County, and/or cities, as applicable, to minimize the increase |

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| | in volume and rate of stormwater runoff and amount of pollutants entering the storm drains. Existing pervious surfaces shall be preserved to the extent feasible to minimize increases in stormwater runoff and rates. Additional measures may include construction of detention basins or structures that will delay peak flows and reduce flow velocities, or expansion and restoration of wetlands and riparian buffer areas and use of swales that serve as open drain systems to manage surface water runoff. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design, prior to construction and during construction. |
| Mitigation Measure 4.8-3b | Subsequent projects shall comply with Caltrans, County, or city stormwater quality control measures required under their applicable NPDES permit requirements for stormwater discharges, as applicable. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design, prior to construction and during construction. |
| Mitigation Measure 4.8-3c | All bridges and culverts shall be designed so that water is adequately conveyed throughout project-specific sites. Adequate conveyance can be confirmed by the project applicant preparing and submitting a drainage plan to the appropriate permitting agency. The drainage plan shall depict the specifics of the project drainage system. The drainage plan shall demonstrate that the system components are adequately sized and configured to address peak runoff and protect against storm events as required by the applicable agency. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| 4.9 Land Use | |
| Impact 4.9-1 | Implementation of the transportation improvements in the proposed 2009 CTP would generally be consistent with existing local land use plans and policies, given the bottom-up planning process used to develop SCTA's transportation priorities. As such, the CTP is not expected to cause any land use disruption or displacement and would generally bring together communities by encouraging policies and projects that better integrate land use and transportation planning. |
| Mitigation Measure 4.9-1 | During the project design and environmental review phase, lead agencies for proposed CTP projects shall consult with the appropriate land use agency(ies) to ensure consistency with local land use policies, particularly for Caltrans projects. If any inconsistency is identified, the project shall be designed and engineered to assure consistency with local land use policies. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Impact 4.9-3 | Implementation of the proposed 2009 CTP could result in the conversion of Prime Farmland, Unique Farmland, or Farmland of Statewide Importance to transportation-related uses. Without proper mitigation, this could lead to conflicts with zoning for agricultural use or conflicts with Williamson Act contracts |
| Mitigation Measure 4.9-3 | Project sponsors shall perform project-specific mitigation measures prior to certification of environmental documentation that would minimize the conversion of farmland. Mitigation measures that may be considered include: <ul style="list-style-type: none"> • Placement of berms or walls and fencing for the reduction of conflicts between transportation and farming uses. • Corridor realignment to avoid farmland or direct impacts to farmland. • Setbacks to avoid farmland encroachment. • Where conversion of farmlands of concern cannot be avoided, require (at minimum) long-term preservation of one acre of existing farmland of equal or higher quality for each acre of state- |

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| | designated Prime Farmland, Farmland of Statewide Importance, and Unique Farmland that would be converted to non-agricultural uses. This protection may consist of the establishment of farmland easements or other similar mechanisms. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |

4. 10 Noise

Impact 4.10-1 2009 CTP projects will generate short-term construction-generated noise that could result in a substantial temporary increase in ambient noise and groundborne vibration levels at nearby noise-sensitive land uses. This could result in the exposure of persons to or generate noise levels in excess of standards established in local general plans or noise ordinance or applicable standards of other agencies

Mitigation Measure 4.10-1 Noise and groundborne vibration-reduction measures shall be identified and incorporated into the construction activities of subsequent projects under the CTP to reduce potentially significant impacts to nearby noise-sensitive land uses, to the extent feasible. Such measures may include, but are not necessarily limited to, the following:

- Construct temporary sound barriers to shield noise-sensitive land uses.
- Locate noise-generating stationary equipment (e.g., power generators, compressors) at the farthest practical distance from nearby noise-sensitive land uses.
- Phase demolition, earth-moving, and ground-impacting operations so as not to occur in the same time period.
- Use equipment noise-reduction devices (e.g., mufflers, intake silencers, and engine shrouds) in accordance with manufacturers' recommendations.
- Substitute noise-generating equipment with quieter equipment or procedures. For instance, In comparison to impact piles, drilled piles or the use of a sonic or vibratory pile driver are quieter alternatives where geological conditions would permit their use.
- Limit noise-generating construction activities to the least noise-sensitive daytime hours.

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| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design, prior to construction and during construction. |

Impact 4.10-2 Proposed roadway improvements in the CTP, particularly new, realigned, or expanded roadways, could cause a substantial increase in ambient noise in areas that would exceed standards established in local general plans or noise ordinances and increase local noise levels by three or more dBA over existing conditions.

Mitigation Measure 4.10-2 Project sponsors for proposed CTP projects shall analyze individual projects, in accordance with applicable CEQA and/or NEPA requirements, for potential noise and groundborne vibration impacts. Where significant impacts are identified, mitigation measures shall be implemented to reduce identified adverse noise impacts. Such measures may include, but are not necessarily limited to, the following:

- Construction of acoustic barriers to shield nearby noise-sensitive land uses. The specific heights, lengths, and feasibility of acoustic barriers will be determined on a project-by-project basis and will involve Caltrans in the determination of feasibility for such barriers along state highways.
- Site/project redesign and use of buffers to ensure that future development is compatible with transportation facilities.
- Changes to transportation facility design. Examples may include changes in proposed roadway alignment or construction of roadways so that they are depressed below grade of nearby sensitive land uses to create an effective barrier between the roadway and sensitive receptors.
- Improvement of the acoustical insulation of dwelling units where setbacks and sound barriers do not sufficiently reduce noise.
- Use of low-noise pavements (e.g., rubberized asphalt).

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| Responsible Party | Lead agency and/or project sponsor. |
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| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| 4.11 Population and Housing | |
| Impact 4.11-1 | Implementation of the transportation improvements proposed in the 2009 CTP could potentially result in the displacement of existing residences or businesses and result in the need to construct additional housing units in the county over the planning horizon |
| Mitigation Measure 4.11-1 | Prior to the approval of any CTP project that results in displacement of population, housing, or jobs, the project sponsor shall evaluate alternate route alignments and transportation facilities that minimize the displacement of homes and businesses to the maximum extent feasible. If the displacement of residences is warranted, the project sponsor shall coordinate with the Sonoma County Community Development Commission and implement a relocation program for persons that would be displaced by the proposed project, in compliance with the California Relocation Assistance Law. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| 4.12 Public Services | |
| Impact 4.12-3 | Construction debris would need to be transported to other facilities outside of Sonoma County |
| Mitigation Measure 4.12-3a | If a CTP project requires solid waste collection, the lead agency will ensure that the existing solid waste disposal facility(ies) can accommodate the demand for disposal. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design and during construction. |
| Mitigation Measure 4.12-3b | The construction site contractor for a CTP project shall coordinate with Sonoma County's Recycling Coordinator to ensure that source reduction techniques and recycling measures are incorporated into project construction. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design and during construction. |
| Mitigation Measure 4.12-3c | Lead agencies for CTP projects shall integrate green building measures into project design, such as those identified in the U.S. Green Building Council's Leadership in Energy and Environmental Design, Energy Star Homes, GreenPoint Rated Homes, and the California Green Builder Program. These measures would include the following: <ul style="list-style-type: none"> • Reuse and minimization of construction and demolition (C&D) debris and diversion of C&D waste from landfills to recycling facilities. • The inclusion of a waste management plan that promotes maximum C&D diversion. • Source reduction through (1) use of materials that are more durable and easier to repair and maintain, (2) design to generate less scrap material through dimensional planning, (3) increased recycled content, (4) use of reclaimed materials, and (5) use of structural materials in a dual role as finish material (e.g., stained concrete flooring, unfinished ceilings). • Reuse of existing structure and shell in renovation projects. • Design for deconstruction without compromising safety. • Design for flexibility through the use of moveable walls, raised floors, modular furniture, moveable task lighting, and other reusable building components. • Development of indoor recycling program and space. |
| Responsible Party | Lead agency and/or project sponsor. |

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| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design and during construction. |
| 4.13 Energy | |
| Impact 4.13-1 | Implementation of the 2009 CTP would not directly cause increases in energy consumption from the transportation sector. Though the 2009 CTP would accommodate planned growth in Sonoma County, projected consumption of nonrenewable petroleum-based products like gasoline and diesel fuel are projected to decrease over existing conditions by 2035. By 2035, motor vehicles would consume 68,728 fewer gallons of gasoline and 11,286 more gallons of diesel fuel per day than under existing conditions. This represents a 12 percent decrease in gasoline consumption and a 16 percent increase in diesel fuel. In addition, proposed commuter rail service and freight service on the SMART corridor will consume 30 billion BTUs of energy annually starting in 2014; however, any increases in diesel fuel for locomotives is expected to be more than offset by reductions in vehicle use from SMART riders. The CTP's cumulative impact on energy consumption is less than significant . |
| Mitigation Measure 4.13-1a | Project sponsors shall promote green building standards in new or expanded transportation-related facilities (e.g., transit maintenance facilities) that can reduce energy use, rely on renewable energy resources, and reduce waste generation and water usage. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design and during construction. |
| Mitigation Measure 4.13-1b | Project sponsors shall promote use of low-energy technologies in roadway and transit facilities (e.g., use light emitting diodes in street lights, rail switching facilities). |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 4.13-1c | As transit operators invest in new or expanded bus and rail service, they shall consider investments in alternative fuel buses and rolling stock (e.g., hybrid electric drivetrains) that consume less nonrenewable fossil fuels. |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Impact 4.13-2 | Construction of capital roadway and transit improvements in the 2009 CTP will involve use of off-road vehicles and equipment that will consume gasoline, diesel, electricity, natural gas, and other nonrenewable energy sources. These increases in energy consumption will generally be consistent with local general plan policies in conservation elements and other policy plans and are not expected to be substantial. |
| Mitigation Measure 4.13-2 | Project sponsors of capital projects shall evaluate the energy demands of construction activities and incorporate best available control technology and best management practices to the extent practicable. This includes the following types of measures that can reduce energy consumption during project construction: <ul style="list-style-type: none"> • Reduce vehicle trips for construction materials to and from construction sites; • Limit idling of construction equipment engines to less than 15 minutes; • Require that all construction engines be properly tuned; • Encourage ridesharing by construction personnel traveling to and from construction sites; • Plan construction activities to minimize the use of on-site construction equipment; and • Require off-road vehicles and equipment |
| Responsible Party | Lead agency and/or project sponsor. |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |

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| Timing | Planning and project design and during construction. |
| 5.0 Cumulative Impacts | |
| Impact 5.0-1 | Implementation of the 2009 CTP would help decrease emissions of carbon dioxide equivalents (CO ₂ e) from motor vehicles in 2035 by almost 550,000 tons pounds per year day over existing (2005) conditions. While any emissions of GHG from the transportation sector contribute to the significant issues of global climate change, the CTP's contribution to a net reduction in GHG emissions is considered to be beneficial. |
| Mitigation Measure 5.0-1a | SCTA shall consider working in partnership with the Bay Area Air Quality Management District to conduct demonstration projects in Sonoma County that help reduce GHG emissions. This would help implement Bay Area Ozone Strategy TCM-17. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 5.0-1b | SCTA shall work in partnership with appropriate stakeholders (e.g., Bay Area Air Quality Management District, Sonoma County Alliance, Leadership Institute for the Ecology and the Economy) to develop public information campaigns to educate residents, merchants, and the traveling public about transportation strategies that can help reduce GHG emissions. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design |
| Mitigation Measure 5.0-1c | SCTA shall encourage project sponsors to design transportation-related improvements such as transit buildings and facilities to be certified by the Leadership in Energy and Environmental Design program (LEED). |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 5.0-1d | SCTA shall work with local governments to limit idling time for commercial vehicles, including delivery and construction vehicles. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design |
| Mitigation Measure 5.0-1e | SCTA shall work with project sponsors to develop standards for construction management, including use of recycled materials or low-carbon products. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 5.0-1f | SCTA shall work with MTC, BCDC, and other partners to address vulnerability of the county's transportation infrastructure and appropriate adaptation strategies to protect those transportation resources that are likely to be impacted by sea level rise and flooding associated with global climate change. Examples could include, but not be limited to: <ul style="list-style-type: none"> • Engineering designs for new transportation projects shall demonstrate that they have factored in sea level rise and potential increases in storm surge inundation, and are budgeting for and already incorporating mitigation measures to adapt to projected sea level rise and storm surge. These mitigation measures should consider the effects on Bay and coastal zone resources and avoid or reduce risk to the infrastructure and the region. • For transportation projects that increase the capacity of existing infrastructure, project sponsors |

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| | shall demonstrate they have investigated the vulnerability of their existing facilities to sea level rise and potential increases in storm surge inundation, and are budgeting for and already incorporating mitigation measures to adapt to projected sea level rise and storm surge. These mitigation measures should consider the effects on Bay and coastal zone resources and avoid or reduce risk to the infrastructure and the region. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Mitigation Measure 5.0-1g | Where applicable, project sponsors for subsequent projects under the 2009 CTP shall include mitigation measures to reduce impacts related to significant storm events, sea level rise, and flooding resulting from global climate change. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Impact 5.0-2 | Implementation of the 2009 CTP would result in construction of capital improvements that would emit carbon dioxide and other greenhouse gas emissions. While the continuation of construction activities over time will contribute GHG emissions to existing climate change, construction-related emissions would be expected to decrease per capita over time as low-carbon fuel standards and other climate change measures consistent with AB 32 and other State mandates are implemented. In addition, these impacts would be short-term in duration and as such, this impact is considered to be less than significant. |
| Mitigation Measure 5.0-2a | SCTA shall work with the BAAQMD and other appropriate stakeholders to develop guidance and/or requirements to use low-carbon emitting techniques or equipment in the construction process for capital improvements included in the 2009 CTP. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |
| Impact 5.0-3 | Implementation of the 2009 CTP would help decrease emissions of carbon dioxide equivalents (CO ₂ e) in 2035 by almost 550,000 tons <u>pounds</u> per year <u>day</u> over existing (2005) conditions. This would be a 21.6 percent reduction in GHG emissions by 2035, which is generally consistent with AB 32's mandate to reduce GHG emissions to 1990 levels by 2020 (equivalent to an approximately 15 percent reduction in GHG from today's levels) as well as local efforts in Sonoma County. This impact is considered to be less than significant. |
| Mitigation Measure 5.0-3 | SCTA shall work with appropriate stakeholders to provide funding for future transportation plans and projects are consistent with AB 32 implementation standards and guidelines once they are developed. |
| Responsible Party | Lead Agency/ project sponsor and SCTA |
| Action Required | The lead agency would be responsible for monitoring implementation of the mitigation measure. |
| Timing | Planning and project design. |

Note: Technical corrections are shown as underlines and ~~strikethroughs~~.

4 Environmental Analysis

4.1 Aesthetics

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to aesthetics including: panoramic views; light or glare, or the appearance of scenic highways?

Response: The certified FEIR found that implementation of the 2009 CTP could result in significant impacts to panoramic views, visual character, and day or nighttime views through construction and operation of CTP projects, but that mitigation measures could be applied to reduce the impact to a less than significant level. The majority of the new projects in the proposed 2016 CTP are improvements on existing roadways and are similar in character to those analyzed in the FEIR. The new projects would not result in a significant change to the cumulative impact to aesthetic resources in 2035 and would not change these conclusions. There have been no changes to the project or any new information of substantial importance which indicate that the proposed 2016 CTP could result in new or more severe impacts to aesthetics. Mitigation Measures 4.1-1a-e and 4.1-4a-b shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on these mitigation measures, no new significant impacts are anticipated.

4.2 Air Quality

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or “new information of substantial importance” that cause one or more effects to air quality including: conflicting with or obstruction of implementation of the applicable air quality attainment plan; violation of any air quality standard or substantial contribution to an existing or projected air quality violation; a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standards?

Response: The certified FEIR found that construction of capital improvements in the 2009 CTP would result in significant and mitigatable impacts to air quality through production of short-term emissions of nonattainment pollutants or precursors in the San Francisco Bay Area Air Basin. These emissions could lead to temporary increases in ROG, NO_x, PM₁₀, and PM_{2.5} emissions. This could lead to violations of air quality standards, contribute to an existing or projected air quality violation, or result in a cumulatively considerable net increase of emissions. However, there are no changes to the project, or any new information of substantial importance, which indicate that the proposed 2016 CTP would exacerbate air quality impacts beyond the analysis and conclusions in the 2009 FEIR.

Updated employment forecasts used for the proposed 2016 CTP estimate that 96,420 fewer jobs will be developed in Sonoma County in 2035 than was previously forecasted in the estimate used to prepare the 2009 CTP. Updated population forecasts estimate that an additional 7,600 people will be living in the county when compared to the previous forecast. These two factors combined result in an approximately three percent decrease in daily vehicle miles traveled (VMT) in 2035. On a per-capita basis, daily VMT is over one mile lower in the 2016 CTP forecast for 2035. The estimated 3.3 percent lower daily VMT estimate, shown in **Table 2** below, would result in a decrease in related air pollutants. These emissions are factored into the Bay Area Air Quality Management District’s (BAAQMD) plan to attain federal and state particulate standards and therefore would not lead to any violation of air quality standards, contribute to an existing or projected air quality violation, or result in a cumulatively considerable net increase of emissions of PM₁₀ and PM_{2.5}. Mitigation Measure 4.2-4 shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP to ensure that no significant impacts to short-term construction emissions of nonattainment pollutants occur. Based on this mitigation measure, no new significant impacts are anticipated.

TABLE 2 Comparison of Forecasted Vehicle Miles Traveled (VMT)

| Metric | VMT/capita | VMT/day | Population | Employment |
|---------------------------------|--------------|-------------------|------------|------------|
| 2009 CTP Forecast (2035) | 25.3 | 14,417,956 | 568,900 | 344,290 |
| 2016 CTP Forecast (2035) | 24.2 | 13,945,781 | 576,500 | 247,870 |
| % Change | -4.4% | -3.3% | 1.3% | -28.0% |
| 2016 CTP Forecast (2040)* | 24.69 | 14,775,117 | 598,460 | 256,363 |
| % Change* | -2.6% | 2.5% | 5.2% | -25.5% |

*The proposed 2016 CTP has a horizon year of 2040. Forecast data for 2040 is shown for informational purposes only.

4.3 Traffic and Circulation

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause effects to traffic and circulation including: causing an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections); exceeding, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways; resulting in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks; substantially increasing hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment); resulting in inadequate parking capacity; or conflicting with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?

The SCTA established performance measures for the 2009 CTP that address the first two criteria above and provide more specific criteria to gauge the significance of the plan's impacts in relation to existing conditions and/or established level of service standards. As such, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause effects to transportation/traffic including: substantially increasing daily VMT compared to existing conditions; substantially increasing daily vehicle hours of travel (VHT) compared to existing conditions; substantially reducing average daily vehicle speed compared to existing conditions, substantially increase daily person hours of delay (PHD)¹; substantially increasing percent of total daily person hours of travel (PHT) compared to existing conditions; resulting in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks; substantially increasing hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment); resulting in inadequate parking capacity, conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks), including local general plans and other applicable transportation plans that apply to modes other than alternative transportation (e.g., roadway, transit)?

¹ PHD provides a direct measure of traffic congestion and time lost because of travel delay, and increased congestion reduces efficiency of the transportation system and the vehicles using it.

Response: The certified FEIR found that although the 2009 CTP would not directly cause impacts related to traffic and circulation, it would support growth in Sonoma County that would increase daily VMT, increase daily vehicle hours of travel, reduce average vehicle speeds, and increase person hours of delay to a degree that would result in significant and unavoidable impacts. There are no changes to the project, or any new information of substantial importance, which indicate that the proposed 2016 CTP would exacerbate traffic and circulation impacts beyond the analysis and conclusions in the 2009 FEIR.

In the forecast analysis for the proposed 2016 CTP, the combination of lower future employment numbers and higher population numbers resulted in a decrease in daily VMT of approximately three percent in 2035 when compared to the 2009 CTP forecast (see **Table 3** below). On a per-capita basis, VMT per day per person is over one mile less in 2035 in the 2016 forecast. Additionally, person hours of delay in 2035 is approximately 72 percent lower in the 2016 forecast, largely due to the lower future employment forecast. Mitigation Measures 4.3.1a, 4.3.1b, 4.3-2a, and 4.3-2b shall continue to be implemented by SCTA. As such, the policies and goals in the proposed 2016 CTP are consistent with these mitigation measures and no new significant impacts are anticipated.

TABLE 3 Comparison of Forecasted Vehicle Miles Traveled and Person Hours of Delay

| Metric | VMT/capita | VMT/day | Person Hours of Delay** | Population | Employment |
|---------------------------------|--------------|-------------------|-------------------------|------------|------------|
| 2009 CTP Forecast (2035) | 25.34 | 14,417,956 | 337,074 | 568,900 | 344,290 |
| 2016 CTP Forecast (2035) | 24.19 | 13,945,781 | 94,782 | 576,500 | 247,870 |
| % Change | -4.5% | -3.3% | -71.88% | 1.3% | -28.0% |
| 2016 CTP Forecast (2040)* | 24.69 | 14,775,117 | 127,195 | 598,460 | 256,363 |
| % Change* | -2.6% | 2.5% | -62.26% | 5.2% | -25.5% |

*The proposed 2016 CTP has a horizon year of 2040. Forecast data for 2040 is shown for informational purposes only.

**Person Hours of Delay is a measure of congestion based on the average total daily hours of delay experienced by travelers of all modes.

4.4 Biological Resources

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to biological resources including: a substantial adverse effect, either directly or through habitat modifications, on any special-status species; a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, or regulations, or by the CDFG or USFWS; a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act through direct removal, filling, hydrological interruption, or other means; interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites; conflicting with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance; or conflicting with the provisions of an adopted Habitat

Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?

Response: The certified FEIR found that implementation of the 2009 CTP would result in significant and mitigatable impacts to biological resources. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to biological resources. The proposed 2016 CTP includes new proposed projects which would be adequately mitigated through the measures identified in the FEIR and would not change these conclusions. Mitigation Measures 4.4-1a, 4.4-1b, 4.4-2, 4.4-3, 4.4-4, 4.4-5a, 4.4-5b, 4.4-6a, 4.4-6b shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on these mitigation measures, no new significant impacts are anticipated.

4.5 Cultural Resources

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to cultural resources including: causing a substantial adverse change in the significance of a historical resource, defined as physical demolition, destruction, relocation or alteration of the resource or its immediate surroundings such that the significance of an historic would be materially impaired; causing a substantial adverse change in the significance of a unique archaeological resource; directly or indirectly destroying a unique paleontological resource or site or unique geologic feature; disturbing any human remains, including those interred outside of formal cemeteries?

Response: The certified FEIR found that implementation of the 2009 CTP would result in significant and mitigatable impacts to historic resources, cultural resources, and paleontological resources. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to cultural resources. The proposed 2016 CTP includes new proposed projects; however, these projects would be adequately mitigated through the measures identified in the FEIR and would not change these conclusions. Mitigation Measures 4.5-1a, 4.5-1b, 4.5-2a, 4.5-2b, 4.5-2c, 4.5-2d, 4.5-3a, and 4.5-3b shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on these mitigation measures, no new significant impacts are anticipated.

4.6 Geology and Soils

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to geology and soils including: exposing people or structures to potential damaging geologic forces, including increased exposure of people or structures to the risk of loss, injury, or death due to earthquakes, landslides, or ground failure due to liquefaction; result in substantial soil erosion, slope instability, or topsoil loss associated with project development; be located on expansive soils or on weak, unconsolidated soils; or expose persons or structures to the risk of loss, injury, or death due to seiches or tsunamis?

Response: The certified FEIR found that implementation of the 2009 CTP would result in significant and unavoidable impacts related to the risk of loss, injury, or death to travelers due to earthquakes, landslides, ground failure, or liquefaction; significant and mitigatable impacts related to slope erosion

and slope instability potential associated with soils; and significant and mitigatable impacts related to expansive, weak, or unconsolidated soils. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to geology and soils. The proposed 2016 CTP includes new proposed projects, which would be adequately mitigated through the measures identified in the FEIR and would not change these conclusions. Mitigation Measures 4.6-1, 4.6-2a, 4.6-2b, 4.6-2c, 4.6-3a, and 4.6-3b shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on these mitigation measures, no new significant impacts are anticipated.

4.7 Hazards and Hazardous Materials

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to hazards and hazardous materials including: creating a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials; creating significant hazards to the public or the environment through a reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment; hazardous materials within one-quarter mile of a school; or disturbing contaminated property during the construction of new transportation or expansion of existing transportation facilities?

Response: The certified FEIR found that construction of capital improvements in the 2009 CTP could result in significant and mitigatable impacts related to disturbance of contaminated projects. Although projects that are new to the proposed 2016 CTP are in different locations than those in the 2009 CTP, Mitigation Measure 4.7-3 addresses any contaminated site within the region that proposed CTP improvements could involve. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to hazards and hazardous materials. Mitigation Measure 4.7-3 shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on this mitigation measure, no new significant impacts are anticipated.

4.8 Hydrology and Water Quality

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to hazards and hazardous materials including: substantially degrades water quality compared to the existing conditions; violating any water quality standards or waste discharge requirements; substantially depleting groundwater supplies or interferes substantially with groundwater recharge; substantially altering the existing drainage patterns, including through the alteration of the course of a stream or river, or substantially increasing the rate or amount of surface runoff in a manner that would result in flooding; creating or contributing runoff water which would exceed the capacity of existing or planned stormwater drainage systems; placing within a 100-year flood hazard area structures that would impede or redirect flood flows; exposing people or structures to a significant risk of loss, injury, or death involving flooding, including flooding as a result of the failure of a levee or dam; or substantially altering the existing drainage patterns, including through the alteration of the course of a stream or river, or substantially increases the rate or amount of surface runoff in a manner that would result in flooding; creating or contributing runoff water which would exceed the capacity of existing or

planned stormwater drainage systems; placing within a 100-year flood hazard area structures that would impede or redirect flood flows; exposing people or structures to a significant risk of loss, injury, or death involving flooding, including flooding as a result of the failure of a levee or dam; or substantially altering the existing drainage patterns, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation?

Response: The certified FEIR found that construction and operation of 2009 CTP projects could result in significant and mitigatable impacts to water quality, alteration of existing drainage patterns or impacts to stormwater drainage systems. These potential impacts could be caused by construction activities such as grading, soil stockpiling, and boring; by increasing impervious surfaces through the creation or expansion of roadways; and by increased traffic volumes and associated pollutants on local roadways.

Projects that are new to the proposed 2016 CTP are in locations that were not included in the flood hazards analysis the 2009 EIR. As shown in **Table 4**, five projects may include work within a 100-year flood hazard area. These projects include reconfiguration and widening of an interchange, a roadway extension, and reconstruction and widening of roadways. However, the proposed 2016 CTP is not expected to place any major structures in a 100-year flood zone. As such, the impacts associated with 100-Year Flood Hazard Areas remain less than significant. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to hydrology and water quality.

TABLE 4 Flood Hazards

| ID | Project | Type | Located within a 100-Year Floodplain |
|--------------------------------|--|----------------|---|
| Local Road Improvements | | | |
| 31 | US 101: Shiloh Road Interchange Reconstruction | Interchange | X |
| 32 | US 101: Cotati - Interchange and Circulation Improvements | Interchange | |
| 33 | Southern Crossing at Caulfield Lane Connection | Roadway/Bridge | X |
| 34 | Corby Avenue Widening - Baker Avenue and Hearn Avenue | Roadway | X |
| 35 | Old Redwood Highway Widening - Windsor Road and Arata Lane | Roadway | X |
| 36 | River Road Widening - Fulton Road to Old Redwood Highway | Roadway | |
| 37 | Snyder Lane Widening - Medical Center Drive to Golf Course Drive | Roadway | X |
| 38 | Highway 116 - Widen between US 101 and Stony Point Road | Roadway | |
| 39 | Petaluma Boulevard South - Road Diet Extension | Roadway | |
| Other Projects | | | |
| * | Highway 37 - Project Study Report (PSR) for Improvements and Sea Level Rise Mitigation | Report only | N/A |

Source: Federal Emergency Management Agency (FEMA), Flood Map Service Center, <<https://msc.fema.gov/portal>, accessed August 11, 2016>.

* Project not mapped

All transportation improvements must comply with local, state, and federal floodplain regulations. Projects requiring federal approval or funding must comply with Executive Order 11988 on Floodplain Management, which requires avoidance of incompatible floodplain development, restoration and preservation of the natural and beneficial floodplain values, and maintenance of consistency with the standards and criteria of the National Flood Insurance Program. Proposed projects determined to be within a flood hazard zone must also comply with the Sonoma County Flood Hazard Mitigation Plan, which includes construction measures to reduce the effects of flooding in floodplains. Mitigation Measures 4.8-1a, 4.8-1b, 4.8-1c, 4.8-1d, 4.8-1e, 4.8-3a, 4.8-3b, 4.8-3c address these issues and shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on these mitigation measures, no new significant impacts are anticipated.

4.9 Land Use and Agricultural Resources

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to land use and agricultural resource including: conflicting with any applicable adopted land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect; physically dividing an existing community by creating physical barriers that substantially alter how communities function; conflicting with any applicable habitat conservation plan or natural community conservation plan; converting a substantial amount of Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency) to non-agricultural use?

Response: The certified FEIR found that implementation of the 2009 CTP would result in less-than-significant impacts to land use and agricultural resources, but included Recommended Mitigation Measures 4.9.1 and 4.9.3 to further assure consistency with local plans and policies, and to further protect regionally significant agricultural lands.

The majority of the new projects in the proposed 2016 CTP involve improvements to existing facilities. The exception is the Southern Crossing at Caulfield Lane Connection roadway extension project, which is consistent with and included in the Mobility Element of the Petaluma General Plan 2025. Improvements to existing facilities and projects included in local general plans are not likely to cause land use disruption or displacement. Nonetheless, lead agencies for proposed CTP projects shall continue to implement Mitigation Measure 4.9-1 to further assure consistency with local plans and policies.

Because new projects in the proposed 2016 CTP generally involve roadway widening or operational improvements to existing facilities in urbanized areas and existing transportation corridors, conversion of significant farmland is negligible. As a result, the CTP is not expected to substantially impact lands that are currently zoned as agricultural or are under Williamson Act contracts. Nevertheless, there are four proposed projects in the 2016 CTP that are located on or directly adjacent to areas designated as important agricultural resources (see **Table 5**). Depending on the ultimate design and location of these projects, one or more could impact significant agricultural resources. The US 101: Shiloh Road Interchange Reconstruction project, and widening projects planned on River Road, Snyder Lane, and Highway 116 all have the potential to impact Farmland of Local Importance. The River Road Widening

project from Fulton Road to Old Redwood Highway in unincorporated Sonoma County could also impact Prime Farmland, depending on the ultimate design. To address regionally significant agricultural lands, lead agencies and/or project sponsors shall continue to implement Mitigation Measure 4.9-3 for any subsequent CTP projects.

TABLE 5 Significant Agricultural Resources Potentially Impacted by 2016 CTP

| ID | Project | Type | Prime Farmland | Farmland of Statewide Importance | Unique Farmland | Farmland of Local Importance | Grazing Land |
|----|--|-------------|----------------|----------------------------------|-----------------|------------------------------|--------------|
| 31 | US 101: Shiloh Road Interchange Reconstruction | Interchange | | | | X | |
| 36 | River Road Widening - Fulton Road to Old Redwood Highway | Roadway | X | | | X | |
| 37 | Snyder Lane Widening - Medical Center Drive to Golf Course Drive | Roadway | | | | X | |
| 38 | Highway 116 - Widen between US 101 and Stony Point Road | Roadway | | | | X | |

Source: California Department of Conservation, Division of Land Resource Protection, Farmland Mapping and Monitoring Program, Sonoma County Important Farmland 2012, <<http://www.conservation.ca.gov/dlrp/fmmp/Pages/Index.aspx>, accessed August 12, 2016>.

4.10 Noise

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to noise including: creating a substantial permanent increase in ambient noise levels in the vicinity of CTP roadway projects above existing levels; creating a substantial permanent increase in ambient noise levels in the vicinity of CTP rail or bus transit projects above existing levels; exposing persons to or generates excessive groundborne vibration or groundborne noise levels; creating a substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project; or for a project located within an airport land use plan or private airstrip, exposing people residing or working in the project area to excessive noise levels?

Response: The certified FEIR found that construction of capital improvements in the 2009 CTP would result in significant and mitigatable noise impacts from short-term construction-generated noise. In addition, the certified FEIR found that operations of capital improvements in the 2009 CTP would result in significant and unavoidable impacts related to increased ambient noise from roadway improvements and noise from train horns along the railroad right-of-way.

New projects in the proposed 2016 CTP include local road improvements that would improve circulation and congestion. Major roadway widenings will accommodate increased traffic volumes which would likely increase ambient noise levels. However, potential increases to ambient noise levels would be

adequately mitigated through measures identified in the FEIR. As such, there have been no changes to the project or any new information of substantial importance which indicate that the proposed 2016 CTP could result in new or more severe impacts to noise. Mitigation Measure 4.10-1 would adequately address potential short-term construction-generated noise impacts related to projects that are new to the proposed 2016 CTP and shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Mitigation Measure 4.10-2 shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP to address potential increases in ambient noise. Based on these mitigation measures, no new significant impacts are anticipated.

4.11 Population, Housing and Employment

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to population, housing and employment including: displacing substantial numbers of existing housing or businesses, necessitating the construction of replacement structures elsewhere; and inducing substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?

Response: The certified FEIR found that construction of some potential roadway alignments could potentially result in displacement of existing residences or businesses and result in the need to construct additional housing units in the county over the planning horizon. This impact is potentially significant and mitigatable.

The majority of the new proposed projects in the 2016 CTP involve improvements to existing transportation facilities and, analogous with the evaluation of the projects in the FEIR, would neither displace the existing population nor result in new housing construction. However, also consistent with the FEIR, some new potential roadway alignments proposed in the 2016 CTP could displace existing development if the project design process is unable to avoid impacting such development. In addition, the proposed extension of Caulfield Lane to Petaluma Boulevard South could result in minor displacement to existing housing and/or businesses. Any potential impacts would be analyzed in the environmental document prepared for this extension project and any displacement would be subject to the California Relocation Assistance Law (Government Code Sections 7260 et seq.). To further address these potential impacts, the lead agency and/or project sponsor shall continue to implement Mitigation Measure 4.11-1 for any subsequent CTP project. Based on this mitigation measure, no new significant impacts are anticipated.

4.12 Public Services

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to public services including: creating a substantial need within the region for construction of additional public facilities, such as fire and police stations, schools, or other public facilities; substantially increasing emergency response times; or impacting an existing landfill with insufficient permitted capacity to accommodate the project's solid waste disposal needs?

Response: The certified FEIR found that construction of capital improvements in the 2009 CTP would result in significant and mitigatable impacts to existing landfills. There have been no changes in the

project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to public services. Construction of new projects proposed in the 2016 CTP could result in similar impacts, but would not change these conclusions. Mitigation Measures 4.12-3a, 4.12-3b, and 4.12-3c shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. Based on these mitigation measures, no new significant impacts are anticipated.

4.13 Energy

Since the previous EIR was certified, are there any changes in the project, changes in circumstances under which the project is undertaken and/or "new information of substantial importance" that cause one or more effects to energy including: substantially increasing the consumption of gasoline, diesel, natural gas, or other nonrenewable energy types by on-road motor vehicles; causing a considerable increase in energy consumption and effects through construction of projects included in the CTP?

Response: The certified FEIR found that implementation of the 2009 CTP would result in less-than-significant impacts to energy. Nonetheless, mitigation measures were identified to further reduce energy consumption. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to energy. Mitigation Measures 4.13-1a, 4.13-1b, 4.13-1c, and 4.13.2 shall continue to be implemented by the lead agency and/or project sponsor for subsequent projects under the CTP. In addition to the mitigation measures identified in the Energy Section, mitigation measures identified in the Traffic and Circulation Section of the EIR for the impacts of transportation system usage would serve to further mitigate any impacts of transportation energy demand.

4.14 Greenhouse Gas Emissions

The certified FEIR found that implementation of the 2009 CTP would result in beneficial impacts to greenhouse gas (GHG) emissions from motor vehicles, less-than-significant impacts to GHG emissions from construction activities, and less-than-significant impacts to consistency with state and local requirements and efforts to address climate change. Nonetheless, the certified FEIR recommended mitigation measures to implement strategies that further reduce GHG emissions associated with vehicle activity, GHG emissions from construction activities, and ensure consistency with the California Climate Solutions Act of 2006 (AB 32).

The 2035 forecast for emissions of carbon dioxide equivalents (CO₂e) from motor vehicles in the proposed 2016 CTP is 9.89 percent lower than the 2009 CTP 2035 forecast (see **Table 6**). Due to the economic recession and associated lower travel rates observed in 2010 and changes in the methodology used to measure GHG emissions, the 2010 GHG data used in the proposed 2016 CTP is slightly lower (less than 1 percent) than the 2005 data used in the 2009 CTP.² Both the 2009 and 2016 forecasts took into consideration anticipated state fuel economy improvements. These findings are consistent with the AB 32 mandate to reduce GHG emissions to 1990 levels by 2020 as well as local efforts in Sonoma County. Since the FEIR was certified, the *Climate Action 2020 and Beyond; Sonoma County Regional Climate Action Plan* (Climate Action 2020) was adopted. The proposed 2016 CTP goal to reduce GHG

² GHG emissions were measured using the ICLEI CAP in 2009. The proposed 2016 CTP uses EMFAC 2011 to measure GHG emissions.

emissions to 60 percent below 1990 levels by 2040 is consistent with Climate Action 2020's GHG emissions reduction plan. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe impacts to GHG emissions. Mitigation Measures 5.0-1a, 5.0-1b, 5.0-1c, 5.0-1d, 5.0-1e, 5.0-1f, 5.0-1g, 5.0-2a, and 5.0-3, shall continue to be implemented by the lead agency / project sponsor and SCTA during planning and project design.

TABLE 6 Comparison of Greenhouse Gas Emission Forecasts in 2035

| Metric | GHG* |
|--|------------------|
| 2009 CTP Forecast (2035)* Constrained | 1,999,582 |
| 2016 CTP Forecast (2035) Constrained | 1,801,881 |
| % Change | -9.89% |
| 2016 CTP Forecast (2040) | 2,030,452 |
| % Change | 1.54% |

*Greenhouse Gas Emissions are measured by tons of CO₂e per year.

*The proposed 2016 CTP has a horizon year of 2040. Forecast data for 2040 is shown for informational purposes only.

5 Cumulative Impacts

Because of the regional nature of the CTP, the environmental analysis in Chapter 4.0 of the Draft EIR is devoted to an analysis of the direct and indirect impacts of the project on the environment that is inherently cumulative in its nature. For example, the EIR looks at the cumulative impact of motor vehicles in Sonoma County on overall ozone attainment planning for the larger San Francisco Bay Area Air Basin. In addition, the EIR looks at traffic and congestion issues that reflect overall growth projections within and outside of Sonoma County through the horizon year, the result of long-term, cumulative land use planning from local governments. The certified FEIR found that implementation of the 2009 CTP would result in cumulatively considerable impacts to traffic and daily vehicle miles traveled due to support of growth in Sonoma County; an increased risk of loss, injury, or death to travelers or structures due to earthquakes, landslides, ground failure, or liquefaction; ambient noise levels from traffic; noise impacts from passing trains; landfills located outside of the county; and growth of fuel consumption.

Due to the regional nature of the CTP, the environmental analysis of the incremental changes in the proposed 2016 CTP in Section 4 of this document address the direct and indirect impacts on the environment of the intrinsically cumulative project. There have been no changes in the project or any new information of substantial importance to indicate that the proposed 2016 CTP would result in new or more severe cumulative impacts. As indicated in Section 4.14 Greenhouse Gas Emissions, Mitigation Measures 5.0-1a, 5.0-1b, 5.0-1c, 5.0-1d, 5.0-1e, 5.0-1f, 5.0-1g, 5.0-2a, and 5.0-3, shall continue to be implemented by the lead agency / project sponsor and SCTA during planning and project design.

6 Long-Term Implications of the Project

The certified FEIR includes a section discussing several topics that are statutorily required by CEQA, including significant irreversible environmental challenges/irretrievable commitment of resources, significant and unavoidable environmental impacts, and growth-inducing impacts. The incremental changes in the proposed 2016 CTP do not change the analysis or conclusions in this section. Significant and unavoidable impacts, as well as growth-inducing impacts identified in the certified FEIR remain the same.

7 List of Preparers

| | |
|------------------------------------|--------------------|
| Executive Director | Suzanne Smith |
| Director of Planning | Janet Spilman |
| Senior Transportation Planner..... | Christopher Barney |
| Transportation Planner | Dana Turr y |

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF
CALIFORNIA, ADOPTING MOVING FORWARD 2040: SONOMA COUNTY'S
COMPREHENSIVE TRANSPORTATION PLAN.**

RESOLVED, that the Board of Directors (“the Board”) of the Sonoma County Transportation Authority hereby finds as follows.

1. PROJECT DESCRIPTION

1.1. The SCTA was formed as a result of legislation passed in 1990 and serves as the coordinating and advocacy agency for transportation funding for Sonoma County. The SCTA oversees transportation planning and fund programming throughout Sonoma County, secures funds, provides project oversight, and initiates long-term planning efforts. The SCTA is governed by a twelve-member Board of Directors, nine of whom are chosen from the councils of the nine incorporated cities or towns and three of whom are chosen from the County Board of Supervisors.

1.2. The SCTA has various legal and administrative requirements to fulfill in the capacity of a countywide transportation agency—some of these requirements are derived from regional agencies such as the Metropolitan Transportation Commission (MTC) and the Bay Area Air Quality Management District, while others, come directly from the state, or federal government.

1.3. The Comprehensive Transportation Plan (CTP) is a county-wide planning document approved by the SCTA. It is updated regularly. The purpose of the 2016 CTP is primarily to update past transportation planning efforts in order to prioritize transportation needs throughout Sonoma County for the next 24 years. It is anticipated that the 2016 CTP will be updated in 2020.

1.4. Moving Forward 2040: Sonoma County's Comprehensive Transportation Plan (2016 CTP) updates the CTP. It updates past transportation planning priorities and provides a guide to multi-modal transportation investments over the next 24 years. The goals of the CTP are to (1) maintain the system, (2) relieve congestion, (3) reduce emissions, (4) plan for safety and health, and (5) promote economic vitality. The CTP looks at the growth projections for the region and prioritizes projects and programs that can help achieve the goals of the plan. As such, the 2016 CTP includes: highway capital improvements, local road improvements, transit improvements, nonmotorized transportation improvements, funding for maintenance of local streets, traffic safety and safe routes for schools, regional operations programs, land use and pricing assumptions, local projects funded through developer-related Traffic Mitigation Fees, and right-of-way and dedication improvements by developers. A subset of the CTP's projects and programs are financially constrained, meaning that some funding has been identified for implementation and that they are included in MTC and the Association of Bay Area Government's (ABAG) pending regional plan, Plan Bay Area 2040, and/or the SCTA's Measure M Expenditure Plan.

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Sonoma County Transportation Authority
Santa Rosa, California
September 12, 2016

1.5. The SCTA Board of Directors adopted the 2009 CTP and certified the associated FEIR on October 19, 2009. The 2009 Program EIR analyzed the impacts of the CTP pursuant to CEQA. Criteria for significance were established based on normally accepted standards for environmental review and State CEQA guidelines (Appendix G).

1.6. In compliance with the California Environmental Quality Act, SCTA has prepared an Addendum to the certified FEIR (“Addendum”) analyzing and disclosing the environmental impacts resulting from update to the CTP.

1.7. All member agencies of SCTA participated in the development of the 2016 CTP through the advisory and coordinating committees.

1.8. Activities related to the 2016 CTP included an online public opinion survey, public outreach workshops in 2015 and 2016, development of performance assessment, development of the new goal to promote economic vitality, updating the project list, and various updates to the SCTA Board of Directors including a presentation of the draft 2016 CTP in July 2016.

2. CEQA

2.1. Staff completed an Addendum to the FEIR consisting of an analysis and disclosure of the cumulative environmental impacts resulting from the incremental changes in the proposed updated 2016 CTP and distributed the Addendum for the Board of Directors review on September 2, 2016. The Addendum is incorporated into this Resolution by reference.

2.2. An addendum need not be circulated for public review or comment, but must be considered by the decision making body before making its decision on the project (CEQA Guidelines, § 15164, subds. (c), (d)).

2.3. SCTA staff prepared a staff report for the Board analyzing the Proposed Project. In the report, staff recommended adoption of the Addendum, the 2016 CTP, and a resolution making appropriate CEQA findings.

2.4. The Board conducted a public hearing to consider adoption of the 2016 CTP and the Addendum on September 12, 2016.

2.5. The Board has had an opportunity to review this Resolution regarding the 2016 CTP and the Addendum. Having considered the Addendum, the SCTA Board concurs in the findings in the Addendum for the reasons stated in the Addendum, and further finds that none of the triggers in CEQA Guideline section 15162 that would require or allow for a subsequent or supplemental EIR for the CTP are present.

3. ADOPTION OF 2016 COMPREHENSIVE TRANSPORTATION PLAN

3.1. The Board finds that the 2016 CTP meets the needs of a long-range transportation plan given financial constraints and multiple goals. The 2016 CTP includes major policy initiatives, a financially constrained project list, an evaluation of the plan’s performance, and strategies for reaching the goals.

NOW, THEREFORE, BE IT RESOLVED THAT, based on the foregoing findings and the record of these proceedings, the Board hereby determines, declares, and orders as follows:

1. The Board adopts the Addendum to the certified FEIR (Addendum).
2. The Board adopts the Moving Forward 2040: Sonoma County's Comprehensive Transportation Plan.
3. The foregoing findings are true and correct, are supported by substantial evidence in the record, and are adopted as hereinabove set forth.
4. The Executive Director of the SCTA is designated as the custodian of the documents and other materials that constitute the record of the proceedings upon which the Board’s decisions herein are based. These documents may be found at the SCTA Office, 490 Mendocino Avenue, Suite 206, Santa Rosa, CA 95401.

THE FOREGOING RESOLUTION was moved by Director _____, seconded by Director _____, and approved by the following vote:

| | |
|-------------------------|--------------------------|
| Director Chambers _____ | Director Mackenzie _____ |
| Director Coursey _____ | Director Miller _____ |
| Director Gallian _____ | Director Rabbitt _____ |
| Director Gorin _____ | Director Russell _____ |
| Director Gurney _____ | Director Salmon _____ |
| Director Landman _____ | Director Zane _____ |

Ayes: ___ Noes: ___ Absent: ___ Abstain: ___

SO ORDERED

**Resolution No. 2016-017
Sonoma County Transportation Authority
Santa Rosa, California
September 12, 2016**

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on September 12, 2016.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

Staff Report

To: Sonoma County Transportation Authority

From: Seana L. S. Gause – Senior, Programming and Projects

Item: 4.2.1 – One Bay Area Grant, Round 2 Final Funding Amounts and next steps

Date: September 12, 2016

Issue:

What is the status of the One Bay Area Grant, Round 2 (OBAG2) funding and what is the schedule for the call for projects?

Background:

Last month, the Metropolitan Transportation Commission approved the final funding amounts for the second round of OBAG. The SCTA will be responsible for programming \$27.7M in funds to projects ranging from road rehabilitation to planning to Safe Routes to Schools. The current schedule anticipates a call for projects in October and projects due to the SCTA in early January.

SCTA staff is in the process of gathering input from the TAC and PAC members on development of the scoring criteria for the OBAG2 applications, including a recent requirement related to anti-displacement policies. The proposed call for projects and scoring criteria will be presented to the Board at the October 10 meeting.

Attached are: six tables that show the various funding categories that total the county shares of OBAG2; a draft schedule for the whole program; and a letter received by SCTA with suggestions on what to include in the scoring criteria.

Policy Impacts:

The anti-displacement scoring criteria are new requirements of OBAG2. SCTA is tasked with developing the criteria used to evaluate projects under OBAG2.

Fiscal Impacts:

Funding from OBAG2 will be used for specific projects throughout the county. It also funds a significant portion of the SCTA operating budget.

Staff Recommendation:

None, this item is informational.

Appendix A-1

**OBAG 2
Program Categories
FY 2017-18 through FY 2019-22
July 27, 2016**

Program Categories

| Regional Program | | OBAG 1 | | OBAG 2 | |
|----------------------------|--|-----------------------|---------|--------------------------------|-------------------------|
| | | Regional Distribution | | % Share | Amount |
| Regional Categories | | \$499.3 | | 476.5 | |
| 1 | Regional Planning Activities | 2% | \$8.5 | 2% | 9.6 |
| 2 | Pavement Management Program | 2% | \$9.1 | 2% | 9.3 |
| 3 | Regional PDA Planning & Implementation | 4% | \$20.0 | 5% | 20.0 |
| 4 | Climate Initiatives | 4% | \$22.3 | 5% | 23.0 |
| 5 | Priority Conservation Area | 2% | \$9.5 | 4% | 16.4 |
| 6 | Regional Active Operational Management | 37% | \$183.5 | 39% | 179.0 |
| 7 | Transit Capital Priorities | 40% | \$201.4 | 43% | 189.3 |
| | | \$454.3 | | Regional Program Total: | 52% 446.5 |

| Local Categories | | | | | |
|------------------|--|-------------------------|--------|-----------------------------|-----------------------|
| | Local PDA Planning (within county program for OBAG 2) | 4% | \$20.0 | | |
| | Safe Routes To School (Moved to county program for OBAG 2) | 5% | \$25.0 | | |
| | Federal-Aid Secondary - FAS (within county program for OBAG 2) | - | - | | |
| 8 | Local Housing Production Incentive | - | - | | 30.0 |
| | | 9% \$45.0 | | Local Program Total: | 3% 30.0 |

| County Program | | | OBAG 1 | | OBAG 2 | | | | | | | |
|----------------|---------------|-------|-------------------------------|--|-----------------|----------------|---------|--|---------------|---------------|------------|----------------|
| | | | Base Formula STP/CMAQ/TE * | Final Distribution Including SRTS & PDA | Base Formula ** | SRTS *** | FAS *** | Final Adjusted Distribution Including SRTS & FAS **** | | | | |
| Counties | Population | | | | | | | | | | | |
| 1 | Alameda | 21.2% | 19.6% | \$64.1 | 19.7% | \$73.4 | 20.0% | \$69.7 | \$5.3 | \$1.8 | 19.9% | \$76.7 |
| 2 | Contra Costa | 14.6% | 14.1% | \$46.0 | 14.2% | \$52.9 | 14.6% | \$50.8 | \$4.1 | \$1.3 | 14.6% | \$56.1 |
| 3 | Marin | 3.4% | 3.3% | \$10.7 | 3.3% | \$12.3 | 2.6% | \$9.2 | \$0.9 | \$0.8 | 2.8% | \$10.9 |
| 4 | Napa | 1.9% | 2.3% | \$7.4 | 2.3% | \$8.7 | 1.6% | \$5.5 | \$0.5 | \$1.2 | 2.2% | \$8.2 |
| 5 | San Francisco | 11.3% | 12.0% | \$39.3 | 11.7% | \$43.5 | 13.4% | \$46.5 | \$1.8 | \$0.0 | 12.4% | \$48.2 |
| 6 | San Mateo | 10.0% | 8.3% | \$27.2 | 8.4% | \$31.2 | 8.4% | \$29.3 | \$2.4 | \$0.9 | 8.4% | \$32.5 |
| 7 | Santa Clara | 25.2% | 27.3% | \$89.3 | 27.2% | \$101.4 | 27.5% | \$95.8 | \$6.9 | \$1.7 | 26.9% | \$104.1 |
| 8 | Solano | 5.7% | 6.0% | \$19.5 | 5.9% | \$22.1 | 5.2% | \$18.3 | \$1.5 | \$1.5 | 5.5% | \$21.2 |
| 9 | Sonoma | 6.6% | 7.3% | \$23.8 | 7.2% | \$26.9 | 6.6% | \$22.9 | \$1.7 | \$3.3 | 7.2% | \$27.7 |
| Total: | | | | \$327.4 | | \$372.4 | | \$348.0 | \$25.0 | \$12.5 | 45% | \$385.5 |

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| | | |
|--------------------|----------------|----------------|
| OBAG Total: | OBAG 1: | OBAG 2: |
| | \$827 | \$862 |

* **OBAG 1:** In OBAG 1, the county CMAs received \$327 M with \$18 M in RTIP-TE and \$309 M in STP/CMAQ. RTIP-TE funding is no longer part of OBAG 2

** **Base:** Unadjusted raw county base formula amount

*** **SRTS:** SRTS moved to County Program and distributed based on FY 2013-14 K-12 school enrollment

**** **FAS:** Federal-Aid Secondary (FAS) distributed based by statutory requirements. San Francisco has no rural roads and therefore is not subject to State Statute requirements

***** **OBAG2:** Final county distribution rounded to nearest \$1,000 and includes SRTS & FAS and adjusted so a county CMA's base planning is no more than 50% of total

Appendix A-2

OBAG 2 County Fund Distribution FY 2017-18 through FY 2021-22 July 27, 2016

OBAG 2 - County Funding Formula Distribution

| County | Total County Distribution * | OBAG 2 Adjusted Base ** | PDA Percentage | PDA/Anywhere Split | PDA | Anywhere |
|---------------|-----------------------------|-------------------------|----------------|--------------------|----------------------|----------------------|
| Alameda | \$76,655,000 | \$69,728,000 | 70% | 70/30 | \$48,810,000 | \$27,845,000 |
| Contra Costa | \$56,136,000 | \$50,846,000 | 70% | 70/30 | \$35,592,000 | \$20,544,000 |
| Marin | \$10,870,000 | \$9,194,000 | 50% | 50/50 | \$4,597,000 | \$6,273,000 |
| Napa | \$8,150,000 | \$5,501,000 | 50% | 50/50 | \$2,751,000 | \$5,399,000 |
| San Francisco | \$48,183,000 | \$46,514,000 | 70% | 70/30 | \$32,560,000 | \$15,623,000 |
| San Mateo | \$32,545,000 | \$29,339,000 | 70% | 70/30 | \$20,537,000 | \$12,008,000 |
| Santa Clara | \$104,073,000 | \$95,758,000 | 70% | 70/30 | \$67,031,000 | \$37,042,000 |
| Solano | \$21,177,000 | \$18,253,000 | 50% | 50/50 | \$9,127,000 | \$12,050,000 |
| Sonoma | \$27,723,000 | \$22,867,000 | 50% | 50/50 | \$11,434,000 | \$16,289,000 |
| Total: | \$385,512,000 | \$348,000,000 | | | \$232,439,000 | \$153,073,000 |

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* Total county distribution including SRTS, FAS and planning adjustment

** OBAG 2 adjusted base county amount subject to PDA investment - does not include SRTS, FAS or PCA. Rounded to thousands and adjusted to ensure a county's base planning activity is no more than 50% of the total distribution

Appendix A-3

OBAG 2 Planning & Outreach FY 2017-18 through FY 2021-22 November 18, 2015

OBAG 2 - County CMA Planning

| County | Agency | 2.0% | OBAG 2 County CMA Planning - Base * | | | | | Total |
|---------------------------|--------|--------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| | | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | |
| Alameda | ACTC | \$1,034,000 | \$1,055,000 | \$1,076,000 | \$1,097,000 | \$1,119,000 | \$1,142,000 | \$5,489,000 |
| Contra Costa | CCTA | \$818,000 | \$834,000 | \$851,000 | \$868,000 | \$885,000 | \$904,000 | \$4,342,000 |
| Marin | TAM | \$720,000 | \$734,000 | \$749,000 | \$764,000 | \$779,000 | \$796,000 | \$3,822,000 |
| Napa | NCTPA | \$720,000 | \$734,000 | \$749,000 | \$764,000 | \$779,000 | \$796,000 | \$3,822,000 |
| San Francisco | SFCTA | \$753,000 | \$768,000 | \$783,000 | \$799,000 | \$815,000 | \$832,000 | \$3,997,000 |
| San Mateo | SMCCAG | \$720,000 | \$734,000 | \$749,000 | \$764,000 | \$779,000 | \$796,000 | \$3,822,000 |
| Santa Clara | VTA | \$1,145,000 | \$1,168,000 | \$1,191,000 | \$1,215,000 | \$1,239,000 | \$1,265,000 | \$6,078,000 |
| Solano | STA | \$720,000 | \$734,000 | \$749,000 | \$764,000 | \$779,000 | \$796,000 | \$3,822,000 |
| Sonoma | SCTA | \$720,000 | \$734,000 | \$749,000 | \$764,000 | \$779,000 | \$796,000 | \$3,822,000 |
| County CMAs Total: | | \$7,350,000 | \$7,495,000 | \$7,646,000 | \$7,799,000 | \$7,953,000 | \$8,123,000 | \$39,016,000 |

OBAG 2 - Regional Planning

| | 2.0% | OBAG 2 Regional Agency Planning - Base * | | | | | Total |
|---------------------------------|--------------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | |
| Regional Planning Total: | \$1,800,000 | \$1,835,000 | \$1,873,000 | \$1,910,000 | \$1,948,000 | \$1,989,000 | \$9,555,000 |

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* 2% escalation from FY 2016-17 Planning Base

\$48,571,000

Appendix A-4

**OBAG 2
Federal-Aid Secondary
FY 2017-18 through FY 2021-22
November 18, 2015**

OBAG 2 - Federal-Aid Secondary (FAS)

| County | FAS Regional Percentage | Annual FAS Funding * | 5-Year FAS Funding | Total OBAG 2 Rounded |
|-------------------------|--|---------------------------------|-------------------------------|-------------------------------------|
| Alameda | 14.2% | \$355,761 | \$1,778,805 | \$1,779,000 |
| Contra Costa | 10.7% | \$268,441 | \$1,342,205 | \$1,343,000 |
| Marin | 6.7% | \$167,509 | \$837,545 | \$838,000 |
| Napa | 9.5% | \$237,648 | \$1,188,240 | \$1,189,000 |
| San Francisco ** | 0.0% | \$0 | \$0 | \$0 |
| San Mateo | 7.1% | \$178,268 | \$891,340 | \$892,000 |
| Santa Clara | 13.6% | \$340,149 | \$1,700,745 | \$1,701,000 |
| Solano | 12.0% | \$301,159 | \$1,505,795 | \$1,506,000 |
| Sonoma | 26.1% | \$652,790 | \$3,263,950 | \$3,264,000 |
| Total: | 100.0% | \$2,501,725 | \$12,508,625 | \$12,512,000 |

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* As provided by Caltrans per State Statute

** San Francisco has no rural roads

Appendix A-5

**OBAG 2
 Safe Routes to School County
 FY 2017-18 through FY 2021-22
 November 18, 2015**

OBAG 2 - Safe Routes To School County Distribution

| County | Public School Enrollment (K-12) * | Private School Enrollment (K-12) * | Total School Enrollment (K-12) * | FY 2013-14 Percentage | Total OBAG 2 Rounded |
|----------------------|--|---|---|------------------------------|-----------------------------|
| Alameda | 222,681 | 24,036 | 246,717 | 21.4% | \$5,340,000 |
| Contra Costa | 173,020 | 15,825 | 188,845 | 16.4% | \$4,088,000 |
| Marin | 32,793 | 7,104 | 39,897 | 3.5% | \$864,000 |
| Napa | 20,868 | 2,913 | 23,781 | 2.1% | \$515,000 |
| San Francisco | 58,394 | 24,657 | 83,051 | 7.2% | \$1,797,000 |
| San Mateo | 94,667 | 15,927 | 110,594 | 9.6% | \$2,394,000 |
| Santa Clara | 276,175 | 41,577 | 317,752 | 27.5% | \$6,878,000 |
| Solano | 63,825 | 4,051 | 67,876 | 5.9% | \$1,469,000 |
| Sonoma | 70,932 | 5,504 | 76,436 | 6.6% | \$1,655,000 |
| Total: | 1,013,355 | 141,594 | 1,154,949 | 100% | \$25,000,000 |

J:\SECTION\ALLSTAFF\Resolution\TEMP-RES\MTC\RES-4202_ongoing\Commission\[tmp-4202_Appendix-A1-A6_July-16.xlsx]A-1 Program Categories 7-27-16

* From California Department of Education for FY 2013-14

Appendix A-6

**OBAG 2
 Priority Conservation Area
 FY 2017-18 through FY 2021-22
 November 18, 2015**

OBAG 2 - Priority Conservation Area (PCA)

| PCA Program | Total OBAG 2 |
|---|-------------------------|
| Northbay Program | |
| Marin | \$2,050,000 |
| Napa | \$2,050,000 |
| Solano | \$2,050,000 |
| Sonoma | \$2,050,000 |
| Subtotal: | \$8,200,000 |
| Remaining Counties Competitive Program | |
| Subtotal: | \$8,200,000 |
| Total | |
| Total: | \$16,400,000 |

| ID | Task Name | Duration | Start | 1st Half | 2nd Half |
|----|---------------------------------------|-----------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 1 | MTC Approve OBAG Release | 0 days | Wed 7/27/16 | | ◆ 7/27 | | | | | | | | | | | | |
| 2 | Call for Projects Released by SCTA | 0 days | Mon 10/10/16 | | ◆ 10/10 | | | | | | | | | | | | |
| 3 | Sponsors Complete Applications | 36 days? | Mon 10/10/16 | | | | | | | | | | | | | | |
| 4 | Applications Due to SCTA | 0 days | Fri 1/6/17 | | | | | | | | | | | | | | |
| 5 | SCTA Review Applications | 31 days? | Fri 1/6/17 | | | | | | | | | | | | | | |
| 6 | Advisory Committee Review/Approval | 20 days? | Thu 2/23/17 | | | | | | | | | | | | | | |
| 7 | Board Approval | 0 days | Mon 4/10/17 | | | | | | | | | | | | | | |
| 8 | Sponsors Complete FMS Applications | 34 days? | Mon 4/10/17 | | | | | | | | | | | | | | |
| 9 | SCTA Complete Submission of FMS Apps | 1 day? | Wed 5/31/17 | | | | | | | | | | | | | | |
| 10 | FY 17/18 | 261 days? | Sun 10/1/17 | | | | | | | | | | | | | | |
| 11 | FY 18/19 | 261 days? | Mon 10/1/18 | | | | | | | | | | | | | | |
| 12 | Request for Authorization Due | 0 days | Mon 12/3/18 | | | | | | | | | | | | | | |
| 13 | Authorization (E-76) Receipt Deadline | 0 days | Thu 1/31/19 | | | | | | | | | | | | | | |
| 14 | FY 19/20 | 262 days? | Tue 10/1/19 | | | | | | | | | | | | | | |
| 15 | Request for Authorization Due | 0 days | Mon 12/2/19 | | | | | | | | | | | | | | |
| 16 | Authorization (E-76) Receipt Deadline | 0 days | Fri 1/31/20 | | | | | | | | | | | | | | |
| 17 | FY 20/21 | 261 days? | Thu 10/1/20 | | | | | | | | | | | | | | |
| 18 | Request for Authorization Due | 0 days | Tue 12/1/20 | | | | | | | | | | | | | | |
| 19 | Authorizaiton (E-76) Receipt Due | 0 days | Mon 2/1/21 | | | | | | | | | | | | | | |
| 20 | FY 21/22 | 261 days? | Fri 10/1/21 | | | | | | | | | | | | | | |
| 21 | Request for Authorization Due | 0 days | Wed 12/1/21 | | | | | | | | | | | | | | |
| 22 | Authorization (E-76) Receipt Due | 0 days | Mon 1/31/22 | | | | | | | | | | | | | | |

Project: OBAG 2 Schedule
Date: Fri 8/19/16

Task: Progress Summary External Tasks Deadline

Split: Milestone Project Summary External Milestone



August 16, 2016

To: Sonoma County Transportation Authority

Commissioners, Chair David Rabbitt and Executive Director, Suzanne Smith

490 Mendocino Ave # 240 Santa Rosa, CA 95401

From: North Bay Organizing Project 2000 Humboldt Street Santa Rosa, CA 95404

We, as members of the North Bay Organizing Project, are writing to share our perspective on the new criteria CMAs have been instructed to establish for fair and prudent distribution of OBAG grants. As a founding member organization of the 6 Wins Network we are in accord with the 6 Wins objectives in addition to meeting the needs of the North Bay.

The North Bay counties of Sonoma and Napa are rural agricultural areas experiencing displacement of our residents and destruction of our communities due to the influx of people being priced out of Bay Area cities. We urge you to develop anti-displacement scoring standards for OBAG grants that can be applied to our rural communities, most which are without adequate public transportation, as well as our cities. While the MTC's instructions discuss scoring standards for PDAs (Priority Development Areas) and TPAs (Transit Priority Areas), we ask you to extend them to all areas. The PDA and TPA limitations cannot cover our least protected agriculture-based lower and middle income communities - the ones most likely to be targeted by developers.

The scoring criteria should recognize the value of anti-displacement policies including rent stabilization, just cause eviction, mobile home preservation, inclusionary housing, housing development impact or in-lieu fees, condominium conversion, SRO preservation fee, commercial linkage fee and a minimum wage higher than the California state minimum. Each entity should have a minimum of two of these in place with each element contributing to a cumulative score.

We agree, as part of the 6 Wins Network, that the application deadlines should be extended to give jurisdictions the time to institute at least some of these policies in order to comply with the new standards.

Thank you very much for your work on the behalf of our communities.

Respectfully yours,

Omar Medina

Staff Report

To: SCTA/RCPA Board of Directors

From: Suzanne Smith, Executive Director

Item: 4.2.2 – ad hoc committee appointment regarding possible extension of the transportation sales tax in 2018

Date: September 12, 2016

Issue:

How shall the Board proceed with discussion about a possible transportation sales tax measure in 2018?

Background:

The Executive Committee has discussed possible timing for an extension of the Measure M sales tax which is set to expire in April 2025. The Chair may consider appointing an ad hoc committee to work on this matter and report back to the full Board.

Policy Impacts:

None.

Fiscal Impacts:

None at this time. Existing staff will work with the ad hoc committee.

Staff Recommendation:

Consider appointing an ad hoc committee.

Frazier – Beall Transportation Funding Package

- A \$7.4 billion annual funding package to repair and maintain our state and local roads, improve our trade corridors, and support public transit and active transportation.
- A \$706 million repayment of outstanding transportation loans for state and local roads.
- Eliminates the BOE “true up” that causes funding uncertainty and is responsible for drastic cuts to regional transportation projects.
- Indexes transportation taxes and fees to the California CPI to keep pace with inflation.
- Reforms and accountability for state and local governments to protect taxpayers.
- Streamlines transportation project delivery to help complete projects quicker and cheaper.
- Protects transportation revenue from being diverted for non-transportation purposes.*
- Helps local governments raise revenue at home to meet the needs of their communities.*

New Annual Funding

- **State** -- \$2.9 billion annually for maintenance and rehabilitation of the state highway system.
- **Locals** -- \$2.5 billion annually for maintenance and rehabilitation of local streets and roads.
- **Regions** -- \$534 million annually to help restore the cuts to the State Transportation Improvement Program (STIP).
- **Transit** -- \$516 million annually for transit capital projects and operations.
- **Freight** -- \$900 million annually for goods movement.
- **Active Transportation** -- \$80 million annually, with up to \$150 million possible through Caltrans efficiencies, for bicycle and pedestrian projects.
- Constitutional Amendment to help locals raise funding at home by lowering the voter threshold for transportation tax measures to 55 percent.*

Reforms and Accountability

- Restores the independence of the California Transportation Commission (CTC).
- Creates the Office of Transportation Inspector General to oversee all state spending on transportation.
- Increases CTC oversight and approval of the State Highway Operations and Protection (SHOPP) program.
- Requires local governments to report streets and roads projects to the CTC and continue their own funding commitments to the local system.

Streamlining Project Delivery

- Permanently extends existing CEQA exemption for improvements in the existing roadway.
- Permanently extends existing federal NEPA delegation for Caltrans.
- Creates an Advance Mitigation program for transportation projects to help plan ahead for needed environmental mitigation.

New Annual Funding Sources

- Gasoline Excise Tax -- \$2.5 billion (17 cents per gallon increase)
- End the BOE “true up” -- \$1.1 billion
- Diesel Excise Tax -- \$900 million (30 cents per gallon increase)
- Vehicle Registration Fee -- \$1.3 billion (\$38 per year increase)
- Zero Emission Vehicle Registration Fee -- \$16 million (\$165 per year starting in 2nd year)
- Truck Weight Fees -- \$1 billion (Return to transportation over five years)
- Diesel Sales Tax -- \$216 million (3.5% increase)
- Cap and Trade -- \$300 million (from unallocated C&T funds)
- Miscellaneous transportation revenues -- \$149 million

Keeping Promises and Protecting Revenues

- One-time repayment of outstanding loans from transportation programs over two years. (\$706 million)
- Return of truck weight fees to transportation projects over five years. (\$1 billion)
- Constitutional amendment to ensure new funding cannot be diverted for non-transportation uses.

**These provisions will be in companion bills.*

| Estimate of New Transit Revenue to Bay Area from Diesel Sales Tax Increase in Joint Assembly-Senate Funding Proposal¹ | |
|---|-----------------------|
| Estimate of Statewide Increase | \$ 216,000,000 |
| Population-Based Funds (Bay Area) | \$ 20,952,796 |
| Revenue-Based Funds (Bay Area)² | |
| ACE Train | \$ 309,971 |
| AC Transit | \$ 5,598,131 |
| BART | \$ 12,861,542 |
| Caltrain | \$ 3,128,702 |
| CCCTA | \$ 353,618 |
| City of Dixon | \$ 2,743 |
| ECCTA | \$ 163,771 |
| City of Fairfield | \$ 69,104 |
| Golden Gate Transit | \$ 2,769,528 |
| City of Healdsburg | \$ 290 |
| LAVTA | \$ 142,936 |
| Marin Transit | \$ 515,829 |
| NVTA | \$ 35,719 |
| City of Petaluma | \$ 8,022 |
| City of Rio Vista | \$ 631 |
| SFMTA | \$ 23,433,100 |
| SamTrans | \$ 1,924,128 |
| City of Santa Rosa | \$ 78,537 |
| Solano County Transit | \$ 161,337 |
| Sonoma County Transit | \$ 85,034 |
| City of Union City | \$ 24,181 |
| VTA | \$ 7,402,952 |
| WCCTA | \$ 185,320 |
| WETA | \$ 761,249 |
| Subtotal | \$ 60,016,378 |
| GRAND TOTAL | \$ 80,969,174 |

1) Assumes statewide STA revenue increase of \$216 million based on increase in the diesel sales tax rate of 3.5%. Note legislation proposes new report requirements prior to use of funds and limitations on expenditures, with an emphasis on maintaining, repairing, modernizing or purchasing new vehicles or facilities. Operational uses are allowed in context of repairs or modernization.

2) Revenue-based shares are based on State Controller's Office FY 2014-15 Factors.

Source: Metropolitan Transportation Commission
 Contact Info: Rebecca Long, rlong@mtc.ca.gov
 Theresa Romell, tromell@mtc.ca.gov

| Increase in Annual Low Carbon Transit Operations Program (LCTOP) Funding | |
|---|-----------------------|
| New Revenue Estimate | |
| Statewide Estimate of Increase¹ | \$ 100,000,000 |
| Population-Based Funds (Bay Area) | \$ 9,700,368 |
| Revenue-Based Funds (Bay Area) | |
| ACE Train | \$ 143,505 |
| AC Transit | \$ 2,591,727 |
| BART | \$ 5,954,418 |
| Caltrain | \$ 1,448,473 |
| CCCTA | \$ 163,712 |
| City of Dixon | \$ 1,270 |
| ECCTA | \$ 75,820 |
| City of Fairfield | \$ 31,993 |
| Golden Gate Transit | \$ 1,282,189 |
| City of Healdsburg | \$ 134 |
| LAVTA | \$ 66,174 |
| Marin Transit | \$ 238,810 |
| NVTA | \$ 16,537 |
| City of Petaluma | \$ 3,714 |
| City of Rio Vista | \$ 292 |
| SamTrans | \$ 890,800 |
| SFMTA | \$ 10,848,657 |
| City of Santa Rosa | \$ 36,360 |
| Solano County Transit | \$ 74,693 |
| Sonoma County Transit | \$ 39,368 |
| City of Union City | \$ 11,195 |
| VTA | \$ 3,427,293 |
| WCCTA | \$ 85,796 |
| WETA | \$ 352,430 |
| SUBTOTAL | \$ 27,785,360 |
| TOTAL NEW BAY AREA REVENUE | \$ 37,485,728 |

1) Assumes total annual Cap & Trade revenue of \$2 Billion. New LCTOP increment receives an additional 5% of total Cap and Trade funds generated.

**PRELIMINARY ESTIMATE OF NEW ANNUAL LOCAL
ROADWAY FUNDING FROM JOINT ASSEMBLY-
SENATE PROPOSAL BY BAY AREA COUNTY**

| COUNTY | |
|-----------------------|-------------------------|
| ALAMEDA | \$ 98,864,538 |
| CONTRA COSTA | \$ 69,428,881 |
| MARIN | \$ 16,124,342 |
| NAPA | \$ 10,109,360 |
| SAN FRANCISCO | \$ 48,431,718 |
| SAN MATEO | \$ 50,285,912 |
| SANTA CLARA | \$ 120,950,138 |
| SOLANO | \$ 29,064,986 |
| SONOMA | \$ 33,011,151 |
| BAY AREA TOTAL | \$ 476,271,025 |
| STATE TOTAL | \$ 2,457,160,000 |

Source: Metropolitan Transportation Commission

Contact Info: Rebecca Long, rlong@mtc.ca.gov

Theresa Romell, tromell@mtc.ca.gov

August 19, 2016

**Preliminary Estimate of New Annual Local Street Road Funding
from Joint Assembly-Transportation Funding Proposal**

August 19, 2016

| County/City | Annual Funding |
|---------------------|-----------------------|
| ALAMEDA | |
| ALAMEDA | \$ 2,858,527 |
| ALBANY | \$ 703,054 |
| BERKELEY | \$ 4,422,624 |
| DUBLIN | \$ 2,089,007 |
| EMERYVILLE | \$ 405,363 |
| FREMONT | \$ 8,410,892 |
| HAYWARD | \$ 5,684,892 |
| LIVERMORE | \$ 3,204,617 |
| NEWARK | \$ 1,655,515 |
| OAKLAND | \$ 15,222,082 |
| PIEDMONT | \$ 425,458 |
| PLEASANTON | \$ 2,792,360 |
| SAN LEANDRO | \$ 3,295,321 |
| UNION CITY | \$ 2,714,423 |
| City Total | \$ 53,884,135 |
| County Total | \$ 44,980,402 |
| Grand Total | \$ 98,864,538 |

| | |
|---------------------|----------------------|
| CONTRA COSTA | |
| ANTIOCH | \$ 4,034,717 |
| BRENTWOOD | \$ 2,113,024 |
| CLAYTON | \$ 431,934 |
| CONCORD | \$ 4,692,367 |
| DANVILLE | \$ 1,636,531 |
| EL CERRITO | \$ 916,666 |
| HERCULES | \$ 934,687 |
| LAFAYETTE | \$ 948,714 |
| MARTINEZ | \$ 1,403,128 |
| MORAGA | \$ 625,377 |
| OAKLEY | \$ 1,455,123 |
| ORINDA | \$ 704,795 |
| PINOLE | \$ 717,155 |
| PITTSBURG | \$ 2,525,097 |
| PLEASANT HILL | \$ 1,283,892 |
| RICHMOND | \$ 3,999,487 |
| SAN PABLO | \$ 1,119,879 |
| SAN RAMON | \$ 2,929,692 |
| WALNUT CREEK | \$ 2,496,971 |
| City Total | \$ 34,969,234 |
| County Total | \$ 34,459,647 |
| Grand Total | \$ 69,428,881 |

| | |
|---------------------|----------------------|
| MARIN | |
| BELVEDERE | \$ 89,051 |
| CORTE MADERA | \$ 363,614 |
| FAIRFAX | \$ 294,891 |
| LARKSPUR | \$ 471,126 |
| MILL VALLEY | \$ 548,543 |
| NOVATO | \$ 2,005,038 |
| ROSS | \$ 102,819 |
| SAN ANSELMO | \$ 483,079 |
| SAN RAFAEL | \$ 2,213,720 |
| SAUSALITO | \$ 282,530 |
| TIBURON | \$ 352,844 |
| City Total | \$ 7,207,254 |
| County Total | \$ 8,917,088 |
| Grand Total | \$ 16,124,342 |

| | |
|---------------------|----------------------|
| NAPA | |
| AMERICAN CANYON | \$ 763,495 |
| CALISTOGA | \$ 207,074 |
| NAPA | \$ 2,944,865 |
| ST HELENA | \$ 236,827 |
| YOUNTVILLE | \$ 122,209 |
| City Total | \$ 4,274,470 |
| County Total | \$ 5,834,890 |
| Grand Total | \$ 10,109,360 |

SAN FRANCISCO

| | |
|---------------------|----------------------|
| City Total | \$ 31,338,246 |
| County Total | \$ 17,093,472 |
| Grand Total | \$ 48,431,718 |

| | |
|---------------------|----------------------|
| SAN MATEO | |
| ATHERTON | \$ 269,022 |
| BELMONT | \$ 1,009,524 |
| BRISBANE | \$ 178,608 |
| BURLINGAME | \$ 1,125,799 |
| COLMA | \$ 76,876 |
| DALY CITY | \$ 3,942,644 |
| EAST PALO ALTO | \$ 1,097,932 |
| FOSTER CITY | \$ 1,218,317 |
| HALF MOON BAY | \$ 458,350 |
| HILLSBOROUGH | \$ 436,819 |
| MENLO PARK | \$ 1,250,992 |
| MILLBRAE | \$ 865,227 |
| PACIFICA | \$ 1,446,316 |
| PORTOLA VALLEY | \$ 178,091 |
| REDWOOD CITY | \$ 3,050,963 |
| SAN BRUNO | \$ 1,663,101 |
| SAN CARLOS | \$ 1,109,479 |
| SAN MATEO | \$ 3,780,517 |
| SOUTH SAN FRANCISCO | \$ 2,471,991 |
| WOODSIDE | \$ 217,361 |
| City Total | \$ 25,847,931 |
| County Total | \$ 24,437,981 |
| Grand Total | \$ 50,285,912 |

| | |
|---------------------|-----------------------|
| SANTA CLARA | |
| CAMPBELL | \$ 1,568,660 |
| CUPERTINO | \$ 2,233,778 |
| GILROY | \$ 1,983,758 |
| LOS ALTOS | \$ 1,131,201 |
| LOS ALTOS HILLS | \$ 321,055 |
| LOS GATOS | \$ 1,148,558 |
| MILPITAS | \$ 2,709,316 |
| MONTE SERENO | \$ 138,271 |
| MORGAN HILL | \$ 1,565,774 |
| MOUNTAIN VIEW | \$ 2,905,748 |
| PALO ALTO | \$ 2,499,339 |
| SAN JOSE | \$ 37,661,871 |
| SANTA CLARA | \$ 4,503,779 |
| SARATOGA | \$ 1,159,438 |
| SUNNYVALE | \$ 5,505,000 |
| City Total | \$ 67,035,546 |
| County Total | \$ 53,914,592 |
| Grand Total | \$ 120,950,138 |

| | |
|---------------------|----------------------|
| SOLANO | |
| BENICIA | \$ 1,044,346 |
| DIXON | \$ 725,000 |
| FAIRFIELD | \$ 4,167,683 |
| RIO VISTA | \$ 315,579 |
| SUISUN CITY | \$ 1,088,718 |
| VACAVILLE | \$ 3,527,019 |
| VALLEJO | \$ 4,456,041 |
| City Total | \$ 15,324,386 |
| County Total | \$ 13,740,600 |
| Grand Total | \$ 29,064,986 |

| | |
|---------------------|----------------------|
| SONOMA | |
| CLOVERDALE | \$ 334,636 |
| COTATI | \$ 284,232 |
| HEALDSBURG | \$ 446,700 |
| PETALUMA | \$ 2,225,784 |
| ROHNERT PARK | \$ 1,539,795 |
| SANTA ROSA | \$ 6,431,764 |
| SEBASTOPOL | \$ 290,191 |
| SONOMA | \$ 418,798 |
| WINDSOR | \$ 1,031,247 |
| City Total | \$ 13,003,146 |
| County Total | \$ 20,008,005 |
| Grand Total | \$ 33,011,151 |

| | |
|---------------------|-----------------------|
| REGION | |
| City Total | \$ 252,884,349 |
| County Total | \$ 223,386,676 |
| Grand Total | \$ 476,271,025 |

**Cumulative Estimate of 5-Year Increase in Local Street Road Funding
(FY 2018-22) from Restoring Truck Weight Fees in Joint Funding Proposal**

August 19, 2016

Dollars are in 2016 constant dollars and based on 2016 estimates

| County/City | Annual Funding |
|---------------------|-----------------------|
| ALAMEDA | |
| ALAMEDA | \$ 1,535,617 |
| ALBANY | \$ 377,685 |
| BERKELEY | \$ 2,375,858 |
| DUBLIN | \$ 1,122,226 |
| EMERYVILLE | \$ 217,763 |
| FREMONT | \$ 4,518,378 |
| HAYWARD | \$ 3,053,955 |
| LIVERMORE | \$ 1,721,538 |
| NEWARK | \$ 889,352 |
| OAKLAND | \$ 8,177,387 |
| PIEDMONT | \$ 228,558 |
| PLEASANTON | \$ 1,500,071 |
| SAN LEANDRO | \$ 1,770,265 |
| UNION CITY | \$ 1,458,203 |
| City Total | \$ 28,946,857 |
| County Total | \$ 24,163,722 |
| Grand Total | \$ 53,110,579 |

| | |
|---------------------|----------------------|
| CONTRA COSTA | |
| ANTIOCH | \$ 2,167,472 |
| BRENTWOOD | \$ 1,135,128 |
| CLAYTON | \$ 232,037 |
| CONCORD | \$ 2,520,766 |
| DANVILLE | \$ 879,153 |
| EL CERRITO | \$ 492,438 |
| HERCULES | \$ 502,119 |
| LAFAYETTE | \$ 509,654 |
| MARTINEZ | \$ 753,768 |
| MORAGA | \$ 335,956 |
| OAKLEY | \$ 781,700 |
| ORINDA | \$ 378,620 |
| PINOLE | \$ 385,260 |
| PITTSBURG | \$ 1,356,496 |
| PLEASANT HILL | \$ 689,714 |
| RICHMOND | \$ 2,148,547 |
| SAN PABLO | \$ 601,605 |
| SAN RAMON | \$ 1,573,847 |
| WALNUT CREEK | \$ 1,341,387 |
| City Total | \$ 18,785,667 |
| County Total | \$ 18,511,914 |
| Grand Total | \$ 37,297,580 |

| | |
|---------------------|---------------------|
| MARIN | |
| BELVEDERE | \$ 47,839 |
| CORTE MADERA | \$ 195,335 |
| FAIRFAX | \$ 158,417 |
| LARKSPUR | \$ 253,092 |
| MILL VALLEY | \$ 294,680 |
| NOVATO | \$ 1,077,118 |
| ROSS | \$ 55,235 |
| SAN ANSELMO | \$ 259,513 |
| SAN RAFAEL | \$ 1,189,223 |
| SAUSALITO | \$ 151,777 |
| TIBURON | \$ 189,550 |
| City Total | \$ 3,871,777 |
| County Total | \$ 4,790,309 |
| Grand Total | \$ 8,662,086 |

| | |
|---------------------|---------------------|
| NAPA | |
| AMERICAN CANYON | \$ 410,154 |
| CALISTOGA | \$ 111,241 |
| NAPA | \$ 1,581,998 |
| ST HELENA | \$ 127,225 |
| YOUNTVILLE | \$ 65,651 |
| City Total | \$ 2,296,269 |
| County Total | \$ 3,134,535 |
| Grand Total | \$ 5,430,804 |

SAN FRANCISCO

| | |
|---------------------|----------------------|
| City Total | \$ 16,835,080 |
| County Total | \$ 9,182,708 |
| Grand Total | \$ 26,017,788 |

| | |
|---------------------|----------------------|
| SAN MATEO | |
| ATHERTON | \$ 144,520 |
| BELMONT | \$ 542,322 |
| BRISBANE | \$ 95,949 |
| BURLINGAME | \$ 604,786 |
| COLMA | \$ 41,298 |
| DALY CITY | \$ 2,118,010 |
| EAST PALO ALTO | \$ 589,815 |
| FOSTER CITY | \$ 654,487 |
| HALF MOON BAY | \$ 246,228 |
| HILLSBOROUGH | \$ 234,662 |
| MENLO PARK | \$ 672,040 |
| MILLBRAE | \$ 464,805 |
| PACIFICA | \$ 776,969 |
| PORTOLA VALLEY | \$ 95,671 |
| REDWOOD CITY | \$ 1,638,994 |
| SAN BRUNO | \$ 893,427 |
| SAN CARLOS | \$ 596,018 |
| SAN MATEO | \$ 2,030,915 |
| SOUTH SAN FRANCISCO | \$ 1,327,967 |
| WOODSIDE | \$ 116,767 |
| City Total | \$ 13,885,652 |
| County Total | \$ 13,128,219 |
| Grand Total | \$ 27,013,871 |

| | |
|---------------------|----------------------|
| SANTA CLARA | |
| CAMPBELL | \$ 842,693 |
| CUPERTINO | \$ 1,199,998 |
| GILROY | \$ 1,065,686 |
| LOS ALTOS | \$ 607,688 |
| LOS ALTOS HILLS | \$ 172,473 |
| LOS GATOS | \$ 617,012 |
| MILPITAS | \$ 1,455,459 |
| MONTE SERENO | \$ 74,280 |
| MORGAN HILL | \$ 841,142 |
| MOUNTAIN VIEW | \$ 1,560,984 |
| PALO ALTO | \$ 1,342,659 |
| SAN JOSE | \$ 20,232,166 |
| SANTA CLARA | \$ 2,419,455 |
| SARATOGA | \$ 622,857 |
| SUNNYVALE | \$ 2,957,317 |
| City Total | \$ 36,011,868 |
| County Total | \$ 28,963,218 |
| Grand Total | \$ 64,975,086 |

| | |
|---------------------|----------------------|
| SOLANO | |
| BENICIA | \$ 561,029 |
| DIXON | \$ 389,474 |
| FAIRFIELD | \$ 2,238,902 |
| RIO VISTA | \$ 169,531 |
| SUISUN CITY | \$ 584,865 |
| VACAVILLE | \$ 1,894,734 |
| VALLEJO | \$ 2,393,810 |
| City Total | \$ 8,232,345 |
| County Total | \$ 7,381,527 |
| Grand Total | \$ 15,613,872 |

| | |
|---------------------|----------------------|
| SONOMA | |
| CLOVERDALE | \$ 179,768 |
| COTATI | \$ 152,691 |
| HEALDSBURG | \$ 239,970 |
| PETALUMA | \$ 1,195,703 |
| ROHNERT PARK | \$ 827,186 |
| SANTA ROSA | \$ 3,455,179 |
| SEBASTOPOL | \$ 155,892 |
| SONOMA | \$ 224,981 |
| WINDSOR | \$ 553,991 |
| City Total | \$ 6,985,362 |
| County Total | \$ 10,748,411 |
| Grand Total | \$ 17,733,774 |

| | |
|---------------------|-----------------------|
| REGION | |
| City Total | \$ 135,850,877 |
| County Total | \$ 120,004,563 |
| Grand Total | \$ 255,855,440 |

Increase in STIP Funding from Joint Funding Proposal

August 19, 2016

Annual Increase in STIP Funding from Restoration of Gas Tax

| Summary by Bay Area County¹ | |
|---|------------------|
| ALAMEDA | \$ 14.03 |
| CONTRA COSTA | \$ 8.93 |
| MARIN | \$ 2.77 |
| NAPA | \$ 1.65 |
| SAN FRANCISCO | \$ 7.35 |
| SAN MATEO | \$ 7.50 |
| SANTA CLARA | \$ 16.46 |
| SOLANO | \$ 4.26 |
| SONOMA | \$ 5.16 |
| BAY AREA TOTAL | 68.11 |
| STATE TOTAL | \$ 534.16 |

Five-Year Cumulative Increase from Weight Fee Restoration (FY 2018-22)³

| Summary by Bay Area County | |
|-----------------------------------|--------------------|
| ALAMEDA | \$ 35.34 |
| CONTRA COSTA | \$ 52.17 |
| MARIN | \$ 6.73 |
| NAPA | \$ 3.37 |
| SAN FRANCISCO | \$ 18.51 |
| SAN MATEO | \$ 18.51 |
| SANTA CLARA | \$ 40.39 |
| SOLANO | \$ 10.10 |
| SONOMA | \$ 13.46 |
| BAY AREA TOTAL² | \$ 168.30 |
| STATE TOTAL | \$ 1,320.00 |

Notes:

- 1) Based on STIP County Shares of Regional Transportation Improvement Program (RTIP)
- 2) Approximately \$52 million in additional funding could be expected to come to the Bay Area from competitive, statewide Interregional Transportation Improvement Program (ITIP), which receives 25% of total STIP funds.
- 3) Dollars are in 2016 constant dollars and based on 2016 estimate of truck weight fees

Source: Metropolitan Transportation Commission

Street Maintenance: A Bumpy Ride

How is Street Maintenance Funded?

Petaluma pays for street maintenance using three main sources of funding: an impact fee charged to the City's solid waste hauler; the City's share of Gas tax proceeds; and the City's share of Measure M monies (County sales tax for transportation).

You support the Streets Fund in three ways:

- Petaluma Refuse and Recycling (PR&R) has an exclusive franchise to haul our solid waste, green waste, and recyclables. They pay the City a Vehicle Impact Fee to compensate for the impact of their equipment on City streets. PR&R passes that cost on to customers in our garbage bills. Of the average garbage bill of \$16.84, the road impact fee accounts for \$1.73. Vehicle impact fees and other franchise fees will generate an estimated \$1,315,500 for street maintenance in 2016-17.
- When you purchase gasoline in California you'll pay about 48 cents per gallon in taxes this year. The amount is a bit higher when you buy diesel. The gasoline tax includes Federal taxes of about 18 cents per gallon and State taxes of about 30 cents per gallon. The distribution formula between government entities and uses is complex, but of the 48 cents per gallon collected, the City's Finance Department calculates that about 5 cents is returned to Petaluma for our local streets. The rest goes to other agencies. In 2016-17, we expect to receive \$1.2 million from gas taxes for street maintenance.
- In 2004 voters approved Measure M, a 1/4 cent sales tax for the Sonoma County Transportation Authority to support the cost of regional transportation and local street improvements. Twenty (20) percent of the money collected from that measure goes to road maintenance. So, for every \$1 of sales tax you pay in Petaluma for Measure M, about 1/2 cent of that comes back to Petaluma for road maintenance. This is expected to total \$428,000 in 2016-17.

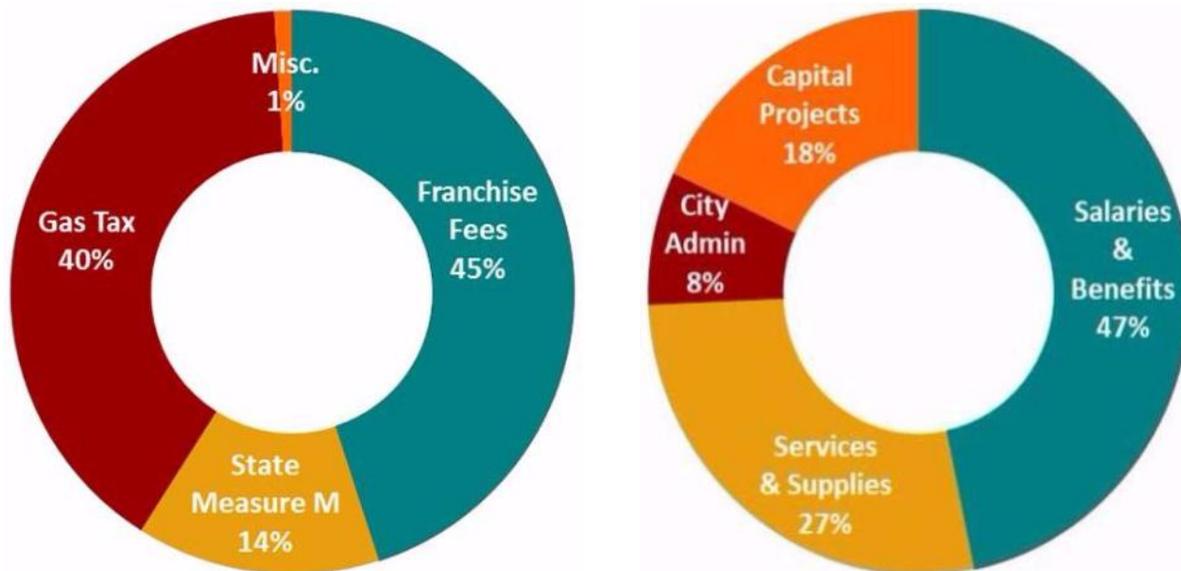
Funds from these sources go into a Special Revenue Fund named *The Street Maintenance Fund*. It is called a Special Revenue Fund because the money that comes into this fund must be used for a specific legal purpose. For example, we cannot use money from the Street Maintenance Fund to purchase new fire equipment or update our waste water treatment plant. This provides accountability that dollars which come with restrictions are used for their intended purpose.

The Numbers

Street Maintenance expenditures are projected at \$3.74 million for 2016-17. We estimate income of \$3.06 million, and will use prior-years' savings of \$684,000 to balance. As you can see from the graphic, nearly 1/2 of Street Fund costs are to pay Street employees. A little over 1/4 of the total goes to pay for materials such as asphalt and patching mix, for equipment rentals, and contract services. About 1/5 is transferred to Capital projects budgets, where it is used to help pay for street improvement projects, and about 1/12 of the total goes to the pay for the cost of City services the Fund uses.

Income

Expenses



Moving Forward

Petaluma ranks at the bottom of street condition ratings for Sonoma County cities. In the Metropolitan Planning Commission's most recent report on pavement condition, Petaluma's overall score is 47 out of 100, which is in the "Poor Condition" category. The Good Condition category starts at 70 (for reference, the average condition of all Bay Area roads is 67).

Our Public Works and Utilities Department recently developed a plan that shows \$167.5 million's-worth of work, performed over 20 years, is the least cost alternative necessary to bring our streets up to the "very good" rating of 82. This target was selected because it represents the least expensive scenario for controlling the costs of future maintenance.

You don't have to be a mathematician to see that the money we receive to pay for maintenance is less than the cost, or that what we have to spend each year on street maintenance is a fraction of what's needed to return our streets to good condition.

If that weren't problem enough, gas tax as a major funding source for road maintenance is not sustainable as it is currently structured. This is because the amount of gasoline sold -- and the amount of gas tax collected -- will decrease as gasoline-powered vehicles become more fuel efficient and more hybrid and electric vehicles entering the market will reduce the amount of gasoline sold.

Some hope new Federal or State transportation initiatives may be the solution, but those initiatives would need to more than quadruple what we currently receive each year from these sources. That scenario is highly unlikely. More likely is that Petaluma will need to find its own stable source of funding, such as might be established through a local revenue measure. Without that stable source of funding, the condition of our streets will worsen. Meanwhile, the City will continue to maintain the streets to the best of our abilities and to the extent the budget allows.

Staff Report

To: RCPA Board of Directors
From: Lauren Casey, Director of Climate Programs
Item: 4.3.1 – RCPA Activities Report
Date: September 12, 2016

Issue:

Information only.

Background:

Legislation - RCPA Sponsored Bills

SB 1030 (McGuire) – RCPA Sunset Removal

Governor Brown signed SB 1030 into law on August 19, 2016. SB 1030 successfully repealed Section 181016 of the Public Utilities Code, relating to the Sonoma County Regional Climate Protection Authority, thereby allowing the RCPA to operate under the terms of the Public Utilities Code Section 181000-181015 (attached) indefinitely.

RCPA staff are grateful for the leadership of former Chair and State Senator Mike McGuire and for the support of other co-authors from Sonoma County: Senator Lois Wolk and Assemblymembers Bill Dodd, Marc Levine and Jim Wood.

SB 1233 (McGuire) – Water Bill Savings Act

Senate Bill 1233 - the Water Bill Savings Act would have authorized Joint Powers Authorities to issue pooled revenue bonds to finance customer water efficiency improvements, paid for by customers via an efficiency charge on their bill. It would have created a mechanism to fund Pay As You Save (PAYS) programs in a regionally efficient manner, thereby allowing broader local utility participation. SB 1233 was amended in the Assembly Local Government committee to require Department of Water Resources oversight of activities pursuant to the act. These amendments triggered appropriations and the bill was ultimately held in the suspense file in Assembly Appropriations.

RCPA staff and BayREN partners are interested in working with Senator McGuire in the 2017 legislative session to improve on and re-run the bill as we work to make access to capital easier for local government resource efficiency programs.

Legislation – Other Climate Related Bills

SB 32 (Pavley) - California Global Warming Solutions Act of 2006

The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to approve a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas

emissions level in 1990 to be achieved by 2020 and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions.

SB 32 extends the target and processes established by AB 32 to further reduce GHG emissions to 40% below the 1990 level by 2030. It was introduced during the 2015 legislative session, but was suspended due to controversy over how programs funded by and benefits of the policies are overseen and distributed around the state. To overcome some of those controversies, SB 32 was tied to another bill, AB 197 (Garcia), which places more requirements on the Air Resources Board to prioritize disadvantaged communities and ensure cost-effectiveness.

Both SB 32 and AB 197 were passed by the legislature on August 24th, and were expected by signed by Governor Brown shortly thereafter.

Lastly, SB 32 *does not* include an explicit extension of the Cap and Trade program established by AB 32 despite attempts to include one. As a result, and due to other complicating factors such as a lawsuit filed by the California Chamber of Commerce, the future of the Cap and Trade element of AB 32 implementation will remain uncertain regardless of passage of SB 32. This uncertainty fueled yet another underperforming auction of allowances in August. Shoring up the future of Cap and Trade is likely to be a priority for the administration by 2018.

Other climate related legislation

Several other bills related to greenhouse gases and climate action were considered during the 2016 session. Staff will prepare a handout for the September Board meeting summarizing the final result of legislative actions.

Climate Action Planning

Climate Action 2020

The RCPA adopted the *Climate Action 2020 and Beyond* at the July board meeting. Jurisdiction adoption hearings were to be scheduled in fall of 2016 but have been suspended until further notice due to a complaint filed against the RCPA by California River Watch. This claim will be discussed in closed session (item 5.1).

Coordination Committee

The August 18 Coordination Committee featured a presentation by David Worthington, Fleet Manager, County of Sonoma. Mr. Worthington presented on the County of Sonoma's work on electric vehicle (EV) charging station charge structure. His presentation included his experience and lessons learned with EV charging station maintenance and repair costs, County EV infrastructure expansion plans and the aspiration to be the #1 EV Community, and accessibility and building code updates. The presentation was well-attended and well-received by RCPA members and partners. RCPA staff presented an update on Shift Sonoma County and the Draft EV infrastructure siting maps.

Energy Efficiency

Bay Area Regional Energy Network

Staff continue to coordinate on the implementation of regional Codes and Standards trainings and forums, single family and multifamily retrofit incentives, a regional commercial Property Assessed Clean Energy (PACE) Financing program, and Pay As You Save (PAYS).

RCPA Staff attended the monthly Redwood Empire Association of Code Officials (REACO) meeting to announce the upcoming September 20th BayREN Codes and Standards Forum that will address 2016 CalGreen Residential Measures Changes and Opportunities.

Staff also continue to work with the Town of Windsor to improve on the model for Windsor Efficiency PAYS and to increase participation by single family properties.

Public Outreach and Events

Overcoming Financial and Institutional Barriers to Implementing Adaptation Strategies

The Local Government Commission is managing a project to research barriers to the implementation of local government adaptation strategies and develop a model to assess the maturity of local capabilities and guidebook to support best practices. RCPA staff attended a focus group at ABAG in August to share the work underway in Sonoma County through the *Climate Ready North Bay* and *Climate Action 2020* projects. The focus group reviewed draft versions of the capability maturity model (CMM) that will be published through this project after additional input is collected at the California Adaptation Forum. RCPA staff will monitor this effort because the resulting tools are likely to be useful in work to support members in building capacity to respond to climate impacts.

California Drought Equity Workshop

The Pacific Institute hosted a workshop exploring the disproportionate impacts of the drought experienced by disadvantaged communities, as follow up to their recently published report exploring the same: <http://pacinst.org/news/drought-equity-san-francisco-bay-area/>. A highlight of the discussion exploring solutions was that more models to deploy water efficiency that work for all utility customers are needed, and that BayREN work to scale PAYS is increasingly important in the face of ongoing drought. The report also featured Santa Rosa's Help 2 Others (H2O) bill assistance program as a model for low income support.

Shift Sonoma County Presentation to Construction Specifications Institute (CSI)

RCPA Staff was invited to present at the Redwood Empire Chapter of the Construction Specifications Institute (CSI). The presentation provided insight into electric vehicles and charging infrastructure, including the strategic planning effort of Shift Sonoma County. These meeting are attended by architects, engineers, contractors and attorneys and are designed to equip chapter members with knowledge they need to better plan and implement their professional practice.

Policy Impacts:

None.

Fiscal Impacts:

None.

Staff Recommendation:

Information only.

PUBLIC UTILITIES CODE

SECTION 181000-181015

181000. The Sonoma County Regional Climate Protection Authority is hereby created. For the purposes of this division, "authority" means the Sonoma County Regional Climate Protection Authority.

181001. The authority is a public instrumentality governed by the same board as that governing the Sonoma County Transportation Authority. The authority is, however, a separate entity from the Sonoma County Transportation Authority.

181003. The authority, in cooperation with local agencies that elect to participate, may perform coordination and implementation activities, within the boundaries of Sonoma County, to assist those agencies in meeting their greenhouse gas emission reduction goals as set forth in resolutions and adopted plans and develop, coordinate, and implement programs and policies to comply with Chapter 488 of the Statutes of 2006 and other federal or state mandates and programs designed to respond to greenhouse gas emissions and climate change. "Local agency," as used in this division, shall mean a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency.

181004. Activities authorized under Section 181003 shall include, but not be limited to, the following:

- (a) Reduction of energy consumption.
- (b) Coordination and implementation of energy efficiency projects.
- (c) Increasing efficiency of water use.
- (d) Utilizing carbon sequestration opportunities.
- (e) Administration of grants to local entities.
- (f) Alternative transportation options.
- (g) Measuring and quantifying ongoing greenhouse gas reductions.

181005. The authority shall adopt rules for its proceedings consistent with the laws of the state.

181006. A majority of the members of the authority constitutes a quorum for the transaction of business, and all official acts of the authority require the affirmative vote of a majority of the members of the authority.

181007. The acts of the authority shall be expressed by motion, resolution, or ordinance.

181008. All meetings of the authority shall be conducted pursuant to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code.

181009. The authority shall do all of the following:

- (a) Adopt an annual budget.
- (b) Adopt an administrative code, by ordinance, which prescribes the powers and duties of the authority officers, the method of appointment of the authority employees, and methods, procedures, and systems of operation and management of the authority.
- (c) Cause a postaudit of the financial transactions and records of the authority to be made at least annually by a certified public accountant.
- (d) Do any and all things necessary to carry out the purposes of this division.

181010. The members of the authority shall be compensated as determined by the authority and shall be reimbursed for necessary and reasonable expenses incurred in connection with performing authority duties.

181011. (a) Notice of the time and place of a public hearing on the adoption of the annual budget shall be published pursuant to Section 6061 of the Government Code not later than 15 days prior to the hearing.

(b) The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing.

181012. The authority may sue and be sued, except as provided by law, in all actions and proceedings, in all courts and tribunals of competent jurisdiction.

181013. All claims for money or damages against the authority are governed by Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, except as provided therein, or by other statute or regulation expressly applicable thereto.

181014. The authority may apply for funds available to carry out its functions and may receive grants of funds to carry out its functions. All funds available to the authority shall be held in a separate account and accounted for independently. No transportation funds may be used for purposes of this division other than those activities of the authority related to transportation. No funding from the Traffic Relief Act for Sonoma County (Measure M), approved by voters in 2004 shall be used for the purpose of this division.

181015. Nothing in this division shall supersede or interfere with activities, plans, or actions of other local agencies.

Staff Report

To: SCTA Board of Directors
From: Suzanne Smith
Item: 6.2 – Regional Agency Reports
Date: September 12, 2016

Issue:

Recent updates from:

- Sonoma Clean Power
- Sonoma/Marin Area Rail Transit (SMART)
- Golden Gate Bridge, Highway and Transportation District (GGBHTD)
- Metropolitan Transportation Commission (MTC)
- Association of Bay Area Governments (ABAG)
- Bay Area Air Quality Management District (BAAQMD)
- Bay Conservation and Development Commission (BCDC)
- California Councils of Governments (CALCOG)
- Self Help Counties Coalition

Background:

The following links provide information regarding various regional agencies and issues:

- MTC Executive Director’s Report
 - <http://mtc.ca.gov/whats-happening/news/executive-directors-report>
- SMART
 - [http://www2.sonomamarintrain.org/userfiles/file/GM_Report - August 2016 FINAL.pdf](http://www2.sonomamarintrain.org/userfiles/file/GM_Report_-_August_2016_FINAL.pdf)

Staff Recommendation:

This is an informational item only.

Technical Advisory Committee

MEETING AGENDA

August 25, 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, June 23, 2016*
4. CTP Update – to SCTA for final adoption September 12 :Review Projects by August 30, 2016 **DISCUSSION / ACTION**
<http://scta.ca.gov/planning/comprehensive-transportation-plan/comprehensive-transportation-plan-roads-projects/>
5. TFCA/TDA3 Quarterly Report – **DISCUSSION / ACTION**
6. Measure M **DISCUSSION / ACTION**
 - 6.1. Measure M Invoicing Status*
 - 6.2. Measure M 2017 Strategic Plan Drafts of Information Sheets and Chapter 4 (Policies)*
Please provide comments on any of the draft information sheets or Chapter 4 by no later than September 2, 2016
 - 6.3. Measure M Fiscal Year End Reminder (*Annual Reporting Letters are due to SCTA on or before September 15*)
7. Regional Information Update
 - 7.1. One Bay Area Grant Round 2 (OBAG2) **DISCUSSION***
 - 7.2. MTC Preliminary Estimates of Joint Assembly-Senate Transportation Funding Proposal*
8. Rail Update **DISCUSSION**
9. Draft SCTA Board Meeting Agenda for September 12, 2016 **DISCUSSION**
10. Other Business / Comments / Announcements **DISCUSSION**
11. Adjourn **ACTION**

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

The next **S C T A** meeting will be held **September 12, 2016**
The next **TAC** meeting will be held **September 22, 2016**

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

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SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the **Technical Advisory Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system. ✓

TAC Voting member attendance – (6 Month rolling 2015/16)

| Jurisdiction | Dec. | Jan. | Feb. | April | May | June |
|---------------------------------|------|------|------|-------|-----|------|
| Cloverdale Public Works | | | ✓ | | | |
| Cotati Public Works | | | ✓ | ✓ | ✓ | |
| County of Sonoma DHS | ✓ | ✓ | ✓ | ✓ | | ✓ |
| County of Sonoma PRMD | | | | | | |
| County of Sonoma Regional Parks | | ✓ | ✓ | ✓ | ✓ | ✓ |
| County of Sonoma TPW | | | ✓ | | | |
| Healdsburg Public Works | | ✓ | ✓ | | ✓ | ✓ |
| Petaluma Public Works & Transit | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Rohnert Park Public Works | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Santa Rosa Public Works | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Santa Rosa Transit | | | | | | |
| Sebastopol Public Works | ✓ | ✓ | ✓ | ✓ | | ✓ |
| SMART | | | | | | |
| Sonoma County Transit | | | | | | |
| Sonoma Public Works | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Windsor Public Works | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

NB: March meeting was cancelled

Citizens Advisory Committee MEETING AGENDA

August 29, 2016 at 4:00 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. Administrative - Approval of Notes June 27, 2016* - ACTION
4. Measure M – DISCUSSION/ACTION
 - a. Measure M project presentation – 116/121 Intersection Improvements*
 - b. Measure M Financial Reports*
5. Comprehensive Transportation Plan update on public review, status of EIR Addendum – to follow in later email
6. MTC Preliminary Estimates of Joint Assembly-Senate Transportation Funding Proposal*
7. Highway Updates – DISCUSSION
8. Announcements
9. Adjourn

*Materials attached.

The next **SCTA** meeting will be held **September 12, 2016**

The next **CAC** meeting will be held **September 26, 2016**

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